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ABSTRACT

This document is one of a series describing the background, functions, and utilization of the Regional Information System (RIS) developed by the Michigan-Ohio Regional Educational Laboratory (MOREL). The purpose of this manual is to detail a procedure for performing a productive search of information resources which can satisfy the informational needs of educators. The focus of the manual is upon the individual researcher, but the methodology and materials delineated could be used within an organization as well. The manual is divided into two general sections. Chapter One discusses the searching procedure, covering definition of the question, the information searching procedure, and the bibliographic chain. A search procedure form and a model of the searching process are also included. Chapter Two deals in more detail with the various informational formats included in the bibliographic chain. Specific resources are listed and annotated, including human, institutional, and printed resources and information agencies. The concluding section of the manual provides a listing of existing sources of these resources, the suggested contents of a basic educational reference collection, and a keyword index. A selected bibliography of 14 items on the searching procedure is appended. (Author/JB)

LI 001 810

REGIONAL
INFORMATION
SYSTEM
for educators

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Information Resources

A Searcher's Manual

by George Grimes & James Doyle

MICHIGAN-OHIO
REGIONAL
EDUCATIONAL
LABORATORY

3750 Woodward Avenue Detroit, Michigan 48201

LI001 810

This document is one of a series describing the background, functions, and utilization of the Regional Information System (RIS) developed by the Michigan-Ohio Regional Educational Laboratory. The series includes:

Information Services — A Survey of the History and Present Status of the Field

Establishing the Information System — An Operational Handbook

A Searcher's Manual of Information Resources

Installation and Evaluation of the RIS

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July, 1969

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Introduction and Overview

A wealth of informational resources are available today which can be fruitfully applied to almost any education-related reference question. The major deterrent to the meaningful utilization of this information, however, is the absence of an effective, systematic methodology for linking users with relevant resources. All too often the methods used to identify required data are random, inefficient, and ineffective in their concept and execution. The purpose of this manual is to detail a procedure for performing a productive search of information resources which can satisfy the informational needs of educators. The focus of the manual is upon the individual researcher, but the methodology and materials delineated could be used within an organization as well (i.e., as the basis of an information center's searching procedure).

The manual is divided into two general sections. Chapter 1 discusses the searching procedure. A definition of searching is provided together with a sequential explanation of the process involved. Key questions related to delimitation and redefinition of the question asked are given. The relationship of the various sources of information, as expressed in their physical formats, to the chronological flow of information is also discussed. This flow of information through time from its creation to various levels of use is termed the "bibliographic chain." The nature and structure of the bibliographic chain is one of the organizing themes of this manual. Chapter 1 ends with a specific example of the operation of the searching procedure suggested herein and a schematic diagram which the reader can apply to a reference need of his own to test the advocated procedure.

Chapter 2 deals in more detail with the various informational formats included in the bibliographic chain. The particular nature and applications of each link in the chain are discussed and the specific resources which comprise the content of each link are listed and annotated.

The concluding section of the manual provides a listing of existing sources of these resources, the suggested contents of a basic educational reference collection, and a keyword index.

The procedure outlined in this manual will not provide actual information. It will identify the most appropriate resources which should provide it, however. Once this identification has been made the information can be gathered, absorbed, synthesized, analyzed, and appropriate decisions made. The quality of these decisions will depend on many factors, of course, but whatever level of success, accurate and relevant information should materially increase the chance of positive effect. This manual is dedicated to the optimum provision of meaningful information for decision-making.

1.

The Searching Procedure

In any attempt to locate a given place or entity, a map is a very valuable asset. Once one has a map which provides an approximation of the terrain to be traversed, the next step is to plot out the sequence of moves which will lead from where the person is to where he wishes to go with maximum economy. The bibliographic chain mentioned in the next section, and in more detail in Chapter 2, constitutes a map of information resources related to the field of education. Before looking at the nature of this bibliographic map, however, let us look briefly at the sequence by which we shall traverse its intellectual topography.

A "searching procedure" is nothing more than a standardized set of activities which should enable the searcher to attain his informational goal with maximum effect and efficiency. The basic components of the information search are much the same whether the reference question is being asked at a small town school library or in a highly specialized analytical information center. The sequence suggested below is couched in terms useful to an individual who is conducting a personal search for information with only incidental assistance from trained librarians or information specialists.

I. Defining the Question

Defining the question in the personal search sequence includes these steps:

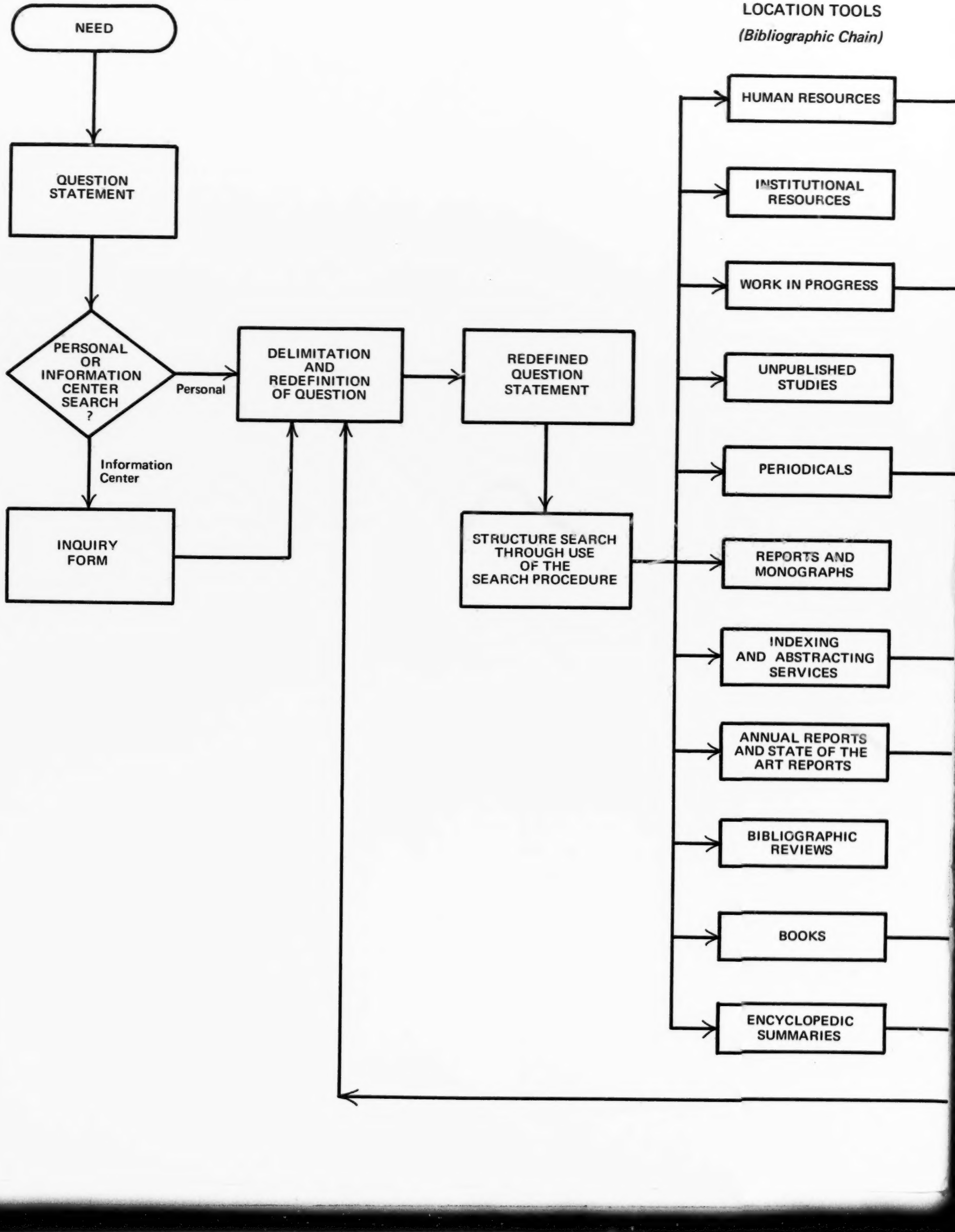
A. A written statement of the question should be made. This statement should be rewritten until it is clear and succinct in relation to the need being satisfied and the area of investigation at hand. It is a good practice to make a separate list of key terms which are descriptive of the content of the question. The question and these key terms should then be compared to check their compatability and appropriate adjustment made in the question statement as needed.

B. If a library or information center is being utilized, in whole or in part, for the search the polished question should be presented to the appropriate reference personnel. Upon presentation of the question it should be standard practice for the facility's information specialist to ask a series of questions designed to probe the nature of the request and further define the question. This process may well include a follow-up "renegotiation" of the question after the information specialist has made an initial attempt to identify and gather relevant resources.

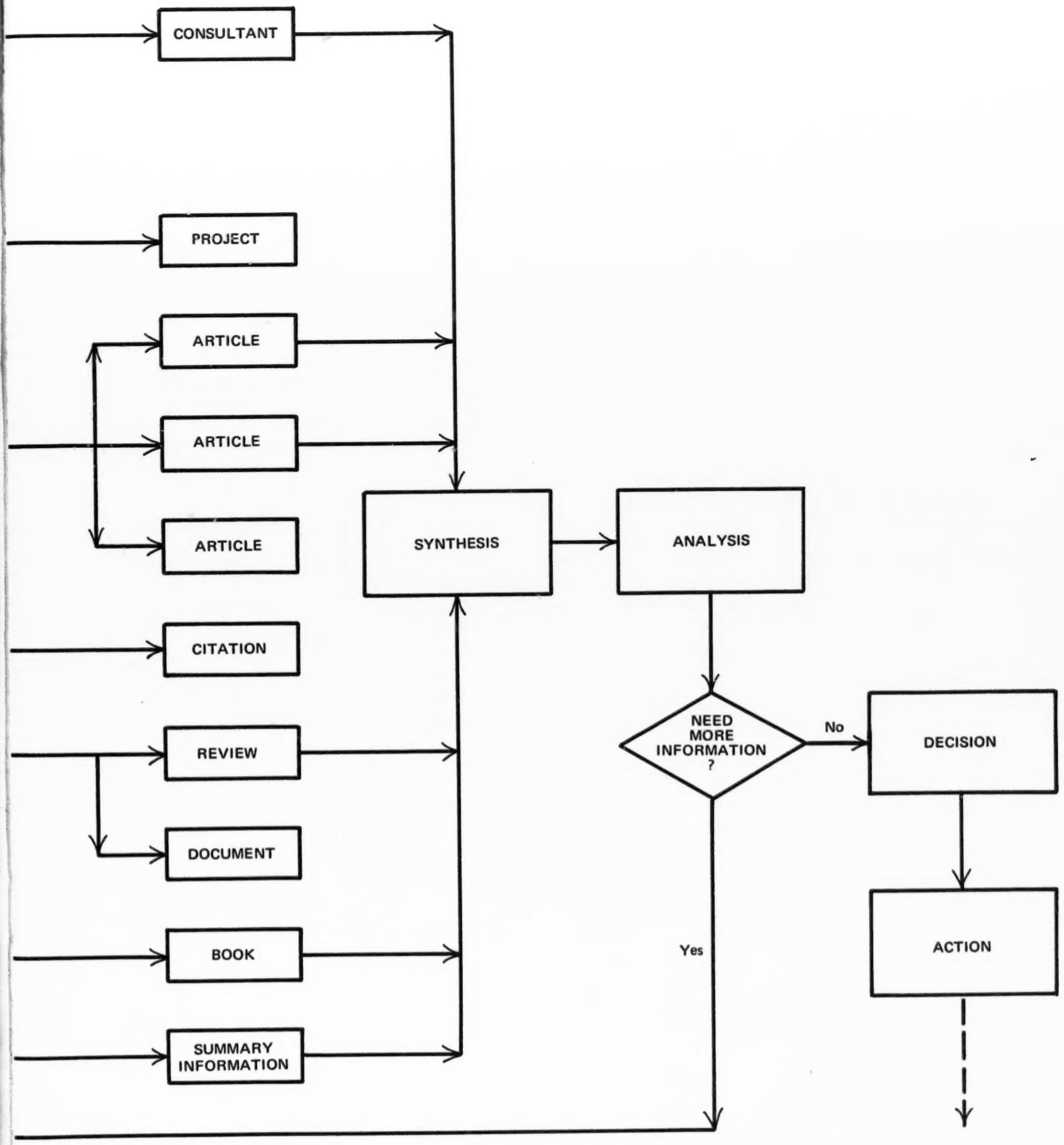
C. If the search is to be mainly a personal one, the following questions should be asked to delimit and redefine the question:

1. *What are you looking for?* Specifically, what is your topic? What "keywords" are descriptive of the information desired?
2. *What type of information resources do you desire?* Human resources (consultants)? Institutional resources (agencies and projects)? Printed materials? Media materials?
3. *What relevant information do you already have?*
4. *What is your level of interest?* Administrative? Theoretical? Classroom? If classroom: elementary? secondary? college? adult? Student? Layman?
5. *What time limits are appropriate in regard to the age of the information?* Current or retrospective information? If retrospective, how far back? How immediate is the need for this information? What "bibliographic formats" will be most useful? (See description of the bibliographic chain below.)
6. *What other limitations are there?* Geographic location of the desired resource? Financial limitations? What physical formats will be most convenient (i.e., paper copies versus microforms)?
7. *What is the final product desired?* An overview of all relevant resources available? A referral to selected resources? A synthesis of relevant information? An in-depth analysis of relevant information?
8. *How will the resulting information be applied?* Administrative decision-making? Classroom needs? Professional growth?

INFORMATION SEARCHING PROCEDURE



PRIMARY INFORMATION SOURCES



II. The Bibliographic Chain

Like the process of human growth and development, an item of information goes through a process of change from its conception to its ultimate resting place in an encyclopedic summary, or its replacement by an updated concept. It is possible to chart this course of development for a given piece of information as it passes into and through mankind's body of accumulated knowledge. This pattern of movement is called the "bibliographic chain."

The most important aspect of this pattern is its relationship to time. A piece of information is usually conceived as a rather distinct fact or concept, which is parenthetically related to pre-existing integrated knowledge, and appears as such in the first steps of the bibliographic chain. As time passes this fact or concept is modified by the generation of related information and gradually begins to merge into the body of accumulated knowledge. Due to the time lag involved in this process, the resulting integrated information is less current than were the originally separate facts or concepts, but due to the general nature of the body of knowledge, currency is less important and applicable accuracy more significant.

The bibliographic chain itself is composed of a series of information "formats" which represent the various stages of the time-oriented course that a fact or concept follows. Each of the following stages represent a further integration of separate information items into the general knowledge mass.

Information Residing in Human Resources
Information Being Created by Institutions
Work-In-Progress
Unpublished Studies
Periodicals
Reports and Monographs
Indexing and Abstracting Services
Annual Reviews and State-of-the Art Reports
Bibliographic Reviews
Books
Encyclopedic Summaries

The nature and substance of these categories are discussed more fully in Chapter 2.

There are three distinct but interrelated phases that are represented by the links in the Bibliographic chain just listed.

Phase I: Human and Institutional Resources are "packages" of information only in the most general sense. At this stage the information basically resides within the minds of people, either individually (as with consultants) or in groups (as with the staff of a project). These resources include individual and collective thoughts, observations, deductions, investigations, assumptions, and unplanned discoveries.

Phase II: Printed Materials with Intellectual Content begins with a human idea which has reached the point where it can be committed to print or another information medium. This act produces, in general chronological sequence work-in-progress reports, unpublished studies, periodical articles, reports and monographs, annual reviews and state-of-the-art reports, books, and eventually encyclopedic summaries of the resulting body of knowledge.

Phase III: Printed Materials Which Have No Intellectual Content of their own but which provide access to those Phase II materials which do possess actual information include: indexing and abstracting, services as well as bibliographic reviews. Annual reviews and state-of-the-art reports also may provide the identification function in addition to some actual content. They are therefore included in both Phases II and III. Phase III materials lead to information but do not normally contain information themselves. They are basically location tools.

It should be noted that the relationship of Phases II and II has no direct relation to the time lag inherent in the bibliographic chain. This is because the printed items with no intellectual content of their own often parallel those materials with intellectual content, as the purpose of the former is to provide effective access to the latter. The time lag inherent in the bibliographic chain lies mainly in the movement of ideas through and between Phases I and II.

The schematic diagram on page 2 graphically illustrates the functions of the bibliographic chain when used to locate desired information. The location tools of Phase III which provide access to Phase II materials (and, in special cases, Phase I information as well) are described in detail in Chapter 2.

III. The Search Procedure Form

The Search Procedure Form has been formulated to act as an organizing device for information searches. It follows the logic of the bibliographic chain in its structure. Details on the search alternatives are provided in Chapter 2.

IV. A Model of the Searching Process

The entire information searching process is shown from initial need to final decision and action in the following schematic diagram. The choices shown in the "Primary Information Sources" column are typical of the results of any given search. The page numbers shown on the schematic diagram refer to parts of this manual which provide a more detailed discussion of the section in question.

The example following the schematic diagram shows the specific materials which might be used and selected in relation to a particular question.

A blank schematic diagram provided for actual practice in structuring and executing a search on a subject of particular interest to the reader. It is suggested that photocopies of this diagram be made to preserve the original for further use.

SEARCHING PROCEDURE DIAGRAM

1. Need

A supervisor wishes to investigate various types of teaching techniques which are effective for teaching disadvantaged youth.

2. Keywords

Culturally disadvantaged

Disadvantaged youth

Teaching Strategies

Urban Education

3. Question Statement (initial)

What teaching strategies are effective for teaching disadvantaged youth?

4. Delimitation and Redefinition of Question

1. What are you looking for?
2. What type of information do you desire?
3. What relevant information do you already have?
4. What is your level of interest?
5. What time limits are appropriate in regard to the age of the information?
6. What other limitations are there?
7. What is the final product desired?
8. How will the resulting information be applied?

For details, see Section I.c, page 1

5. Redefined Question Statement

What teaching strategies, utilizing educational media, are available to meet the needs of disadvantaged youth?

Need current data (since 1965) for a background report with recommendations for pilot projects.

Associated Keywords:

Culturally disadvantaged
Disadvantaged youth
Educational media
Instructional materials
Media research
Multimedia instruction
Teaching strategies
Urban education
Urban teaching

6. Structure Search

Review the "bibliographic chain" (see page 2 of this chapter) and the various search alternatives available (Chapter 2).

Select the appropriate location tools using the Search Procedure Form (#7, next two pages).

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3750 Woodward Avenue Detroit, Michigan 48201

REFERRAL LIBRARY
SEARCH PROCEDURE

NAME OF USER

DATE OF INQUIRY

INQUIRY (BRIEF)

ASSOCIATED DESCRIPTIVE TERMS

INFORMATION AGENCIES

- ☐ Alexander G. Bell Association for the Deaf
- ☐ American Educational Research Association (NEA)
- ☐ American Society of African Culture Library
- ☐ Association for Supervision and Curriculum Development (NEA)
- ☐ Bureau of Public Affairs, U.S. Department of State
- ☐ Center for Research and Development for Cognitive Learning
- ☐ Center for Research and Development in Higher Education
- ☐ Center for Research and Development in Teaching
- ☐ Center for Research and Development on Educational Differences
- ☐ Center for Research in the Study of Social Organization of Schools
- ☐ Center for the Advanced Study of Educational Administration
- ☐ Center for the Study of Evaluation of Instructional Programs
- ☐ Center for the Study of Liberal Education for Adults
- ☐ Clearinghouse for Federal Scientific and Technical Information
- ☐ Clearinghouse for Sociological Literature
- ☐ Data Repository of the Survey Research Laboratory, Univ. of Illinois
- ☐ Defense Documentation Center
- ☐ Department of Audiovisual Instruction (NEA)
- ☐ Department of Classroom Teachers (NEA)
- ☐ Department of Elementary School Principals (NEA)
- ☐ Educational Facilities Laboratories (Facilities Information Service)
- ☐ Educational Products Information Exchange (EPIE)
- ☐ Educational Resources Information Center (ERIC)
- ☐ EDUCOM (Interuniversity Communications Council)
- ☐ Foundation Library Center
- ☐ Information Research Center
- ☐ Institute for International Education
- ☐ International Data Library and Reference Service
- ☐ Instructional Objectives Exchange, Center for the Study of Evaluation, Univ. of California (Los Angeles)
- ☐ International Clearnighouse on Science and Mathematics Curricular Developments
- ☐ Learning Research and Development Center
- ☐ Library Technology Program, American Library Association
- ☐ Mental Health Research Institute
- ☐ Midwestern States Educational Information Project
- ☐ National Association of Secondary School Principals (NEA)
- ☐ National Auxiliary Publications Service
- ☐ National Information Center for Educational Media (NICEM)
- ☐ National Institute for Child Health and Development Science Information Center
- ☐ National Institute for Mental Health Clearinghouse
- ☐ National Library of Medicine (MEDLARS)
- ☐ National Referral Center for Science and Technology
- ☐ Negro Bibliographic and Research Center
- ☐ Neurological Information Network
- ☐ Office of Information, U.S. Office of Education
- ☐ Office of Manpower and Employment Statistics, Bureau of Labor Statistics
- ☐ Office of Legislation, U.S. Office of Education
- ☐ Population Reference Bureau
- ☐ Project INTREX
- ☐ Project Public Information
- ☐ Regional Educational Laboratories
- ☐ Research and Development Center in Educational Stimulation
- ☐ Research and Development Center for Teacher Education
- ☐ Research Program in Child Development
- ☐ Research Utilization Branch, Bureau of Research, USOE
- ☐ School Information and Research Service
- ☐ School Research Information Service (SRIS)
- ☐ Science Information Exchange (SIE)
- ☐ TALENT Data Bank

WORK IN PROGRESS

- ☐ Contemporary Authors
- ☐ Pacesetters in Innovation (annual)
- ☐ Programs in Progress Encyclopedia
- ☐ Research in Education (monthly)
- ☐ Research Studies in Education (annual)
- ☐ Science Information Exchange *(see 'Information Agencies' section)*

UNPUBLISHED STUDIES

- ☐ DATRIX
- ☐ Dissertation Abstracts
- ☐ Masters Abstracts
- ☐ TALENT Data Bank *(see 'Information Agencies' section)*

PERIODICALS

- ☐ ALA Bulletin (monthly)
- ☐ American Documentation (quarterly)
- ☐ American Education (monthly; bi-m D to Jy)
- ☐ American Education Research Journal (quarterly)
- ☐ Audiovisual Instruction (monthly S to Jy)
- ☐ Automated Education Handbook
- ☐ Bulletin—National Assn. of Secondary School Principals
- ☐ Child Development (quarterly)
- ☐ Children (bi-m, S to Jy)
- ☐ College and University Reports
- ☐ Comparative Education Review (3x yr)
- ☐ Congressional Quarterly Service
- ☐ Croft Newsletter Services
- ☐ Education
- ☐ Education Recaps (monthly)
- ☐ Educational Administration Quarterly
- ☐ Education Leadership (monthly O to My)
- ☐ Educational Technology (bi-m)
- ☐ Educational Product Report (9x yr)
- ☐ ERIC Document Collections
- ☐ Facts on File
- ☐ Government Contracts Guide
- ☐ Guide to Federal Assistance for Education
- ☐ Harvard Education Review (quarterly)
- ☐ Joint Council on Educational Telecommunications Data Base Service
- ☐ Journal of Applied Psychology (bi-m)
- ☐ Journal of Educational Psychology (bi-m O to Ag)
- ☐ Journal of Educational Research (10x yr)
- ☐ Journal of Research and Development in Education (quarterly)
- ☐ Journal of Teacher Education
- ☐ National Elementary Principal (6x year)
- ☐ Phi Delta Kappan (monthly S to Jn)
- ☐ Psychological Review (bi-m)
- ☐ Report on the Education of the Disadvantaged
- ☐ Review of Educational Research (5x yr)
- ☐ Saturday Review (weekly)
- ☐ School and Society (bi-m)
- ☐ Scientific Information Notes
- ☐ Social Education (monthly)
- ☐ Teachers College Record (monthly O to My)
- ☐ Theory into Practice (5x yr)
- ☐ Today's Education—The Journal of the NEA (monthly)
- ☐ Urban Education (quarterly)

REPORTS AND MONOGRAPHS

- ☐ Abstracts of Papers (AERA)
- ☐ Cooperative Research Monograph Series (USOE)
- ☐ NEA Research Reports
- ☐ What Research Says to the Teacher

INDEXING AND ABSTRACTING SERVICES

- ☐ Abstracts for Social Workers (4x yr)
- ☐ Abstracts of Computer Literature
- ☐ Abstracts of Instructional Materials in Vocational and Technical Education (AIM)
- ☐ Abstracts of Research and Related Materials in Vocational and Technical Education (ARM)
- ☐ Bibliographic Index
- ☐ Biography Index
- ☐ Book Review Digest (10x yr)
- ☐ British Education Index)
- ☐ Child Development Abstracts and Bibliography
- ☐ CIRF Abstracts
- ☐ College Student Personnel Abstracts
- ☐ Current Contents—Education (weekly)
- ☐ Current Index to Journals in Education
- ☐ Documentation Abstracts
- ☐ Education Index
- ☐ Education Administration Abstracts
- ☐ Guide to Microforms in Print
- ☐ Index to Periodical Articles By and About Negroes
- ☐ Library and Information Science Abstracts
- ☐ Library Literature
- ☐ Mental Retardation Abstracts
- ☐ Monthly Catalog of U.S. Government Documents
- ☐ Monthly Checklist of State Publications
- ☐ New Serial Titles
- ☐ New York Times Index
- ☐ Perceptual Cognitive Development (bi-monthly)
- ☐ Poverty and Human Resources Abstracts
- ☐ Psychological Abstracts
- ☐ Public Affairs Information Service Bulletin
- ☐ Reader's Guide to Periodical Literature
- ☐ Research Grants Index
- ☐ Research in Education
- ☐ Social Science and Humanities Index
- ☐ Sociological Abstracts
- ☐ State Education Journal Index
- ☐ Subject Index to Children's Magazines
- ☐ Vertical File Index

ANNUAL REVIEWS & STATE OF THE ART REPORTS

- ☐ Annual Phi Delta Kappa Symposium on Educational Research
- ☐ Annual Review of Information Science and Technology
- ☐ Assn. for Supervision and Curriculum Development Yearbook
- ☐ Biennial Survey of Education
- ☐ Bowker Annual
- ☐ Britannica Book of the Year
- ☐ Digest of Public General Bills & Selected Resolutions with Index
- ☐ International Yearbook of Education
- ☐ National Council for the Social Studies Yearbook
- ☐ National Society for the Study of Education Yearbook

BIBLIOGRAPHIC REVIEWS

- ☐ Bibliography on Knowledge Utilization and Dissemination
- ☐ The Teacher's Library: How to Organize It and What to Include
- ☐ "Outstanding Education Books of 19—" in Today's Education, the Journal of the NEA (annual, May)

BOOKS

- ☐ American Book Publishing Record
- ☐ Books in Print
- ☐ Cumulative Book Index
- ☐ Forthcoming Books
- ☐ Guide to Reference Books
- ☐ Paperbound Books in Print
- ☐ Publishers' Trade List Annual
- ☐ Reference Books in the Mass Media
- ☐ Scholarly Books in America
- ☐ Subject Guide to Books in Print
- ☐ Subject Guide to Forthcoming Books
- ☐ Textbooks in Print

ENCYCLOPEDIC SUMMARIES

Encyclopedia Britannica
Encyclopedia of Educational Research
☐ Encyclopedia of Library and Information Science

SEARCHER'S SIGNATURE	DATE COMPLETED

8. Resource Located

Author: House, Dr. James
Title: consultant (human resource)

Source: Wayne Schools, Wayne, Michigan
Pages:
Other:

Abstract: Dr. House is a significant human resource in the design and utilization of instructional media with disadvantaged youth.

Significance and Potential Use:

8. Resource Located

Author: Cleveland Public Schools
Title: "Development of Materials in Mathematics for Students from Low-Income Families."
Source: Title III, ESEA project
Pages:
Other:

Abstract: Title III project designed to stimulate the development of media materials relevant to teaching mathematical concepts to children from low-income families.

Significance and Potential Use:

Valuable--not only because of its output of materials, but also for its reports, human resources, etc.

8. Resource Located

Author: Bushnell, Don D.
Title: "The Educational Advantages of the Poor."

Source: Audiovisual Instruction, January, 1968.
Pages: 24-27
Other:

Abstract: Author contends that because the disadvantaged learner has turned off society, his creature instincts have yet to be dulled by it.

Significance and Potential Use:

Provides several unconventional ideas concerning disadvantaged education.

8. Resource Located

Author: Lewis, P. A.
Title: Instructional Materials for Inner-City Schools

Source: National Elementary Principal
Pages: 21-24
Other:

Abstract: Describes the use of and need for media in urban schools.

Significance and Potential Use:

Good overview of the advantages of media in teaching disadvantaged children.

8. Resource Located

Author: Wade, E. P.
Title: Media and the Disadvantaged, A Review of the Literature

Source: ERIC Clearinghouse on the Disadvantaged
Pages:
Other:

Abstract: The only "review of the literature" type of compilation done thus far on media and the disadvantaged.

Significance and Potential Use:

Excellent starting point for research as well as a source of information for solving practical teaching problems.

8. Resource Located

Author: Deutsch, D.
Title: The Disadvantaged Child

Source: Basic Books, 1967
Pages:
Other:

Abstract: A basic, overall description of the child in a disadvantaged environment and the problems to be met in disadvantaged education.

Significance and Potential Use:

A good, basic source of background information for any inquiry into disadvantaged education.

8. Resource Located

Author: Allen, William H.
Title: Audio-visual Communication

Source: Encyclopedia of Educational Research, 3rd ed. (1960)
Pages:
Other:

Abstract: This lengthy article summarizes all significant literature concerning media and education up to 1960.

Significance and Potential Use:

A basic starting point for anyone interested in background information on media and education.

9. Synthesis of Information

(Here the searcher briefly summarizes the data obtained from reading the "Resources Located")

10.

NEED MORE INFORMATION?
Yes: return to 4
No: Proceed

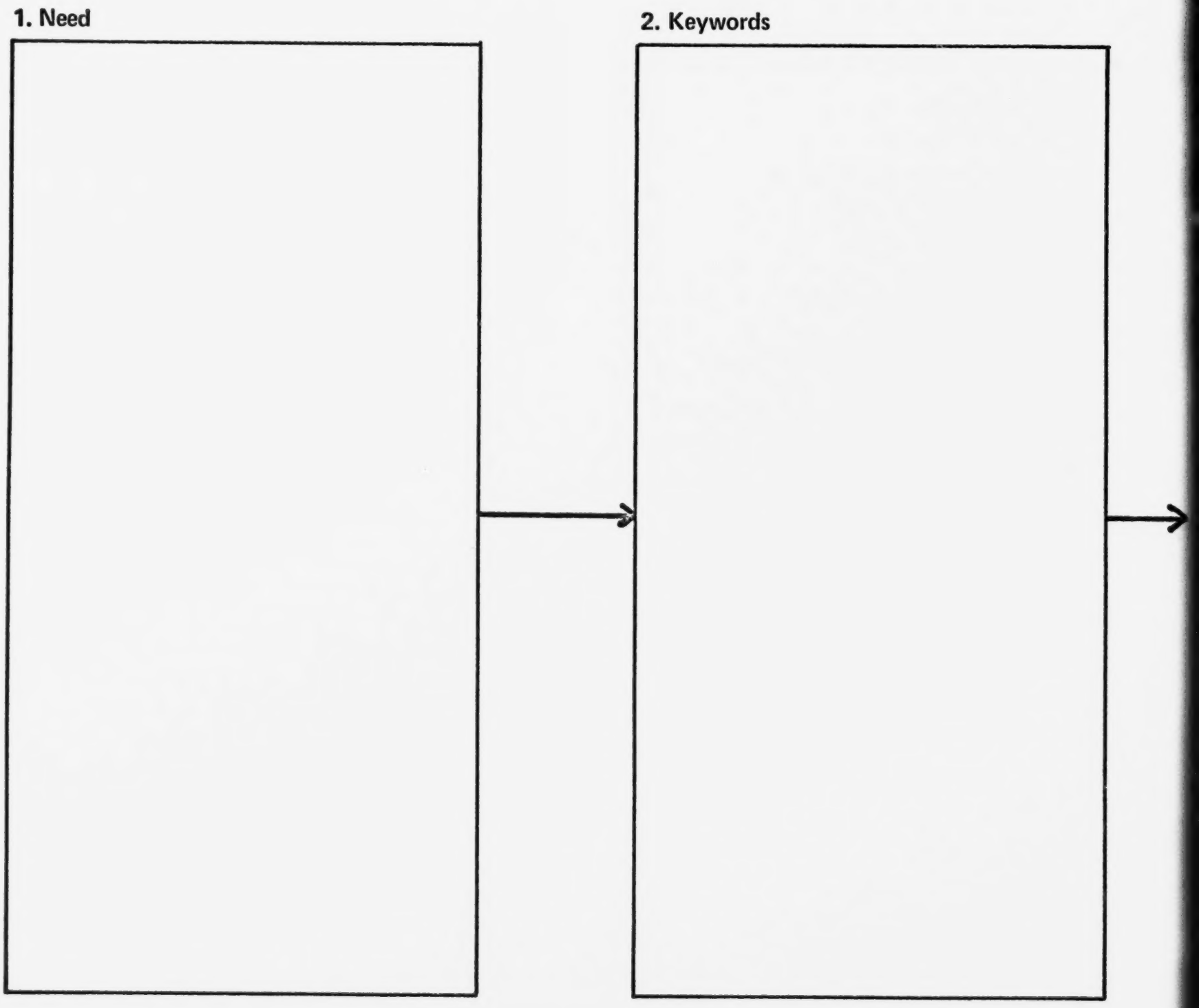
11. Analysis of Information

(Here the user notes the ideas resulting from his process of synthesizing the data)

12. Resulting Decision

(At this point the information, if relevant, may be used to make a decision on the problem that initiated the search for information)

SEARCHING PROCEDURE DIAGRAM



3. Question Statement (initial)

4. Delimitation and Redefinition of Question

1. What are you looking for?
2. What type of information do you desire?
3. What relevant information do you already have?
4. What is your level of interest?
5. What time limits are appropriate in regard to the age of the information?
6. What other limitations are there?
7. What is the final product desired?
8. How will the resulting information be applied?

For details, see Section I.c, page 1

5. Redefined Question Statement

Associated Keywords:

6. Structure Search

Review the "bibliographic chain" (see page 2 of this chapter) and the various search alternatives available (Chapter 2).

Select the appropriate location tools using the Search Procedure Form (#7, next two pages).

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3750 Woodward Avenue Detroit, Michigan 48201

REFERRAL LIBRARY
SEARCH PROCEDURE

NAME OF USER

DATE OF INQUIRY

INQUIRY (BRIEF)

ASSOCIATED DESCRIPTIVE TERMS

INFORMATION AGENCIES

- ☐ Alexander G. Bell Association for the Deaf
- ☐ American Educational Research Association (NEA)
- ☐ American Society of African Culture Library
- ☐ Association for Supervision and Curriculum Development (NEA)
- ☐ Bureau of Public Affairs, U.S. Department of State
- ☐ Center for Research and Development for Cognitive Learning
- ☐ Center for Research and Development in Higher Education
- ☐ Center for Research and Development in Teaching
- ☐ Center for Research and Development on Educational Differences
- ☐ Center for Research in the Study of Social Organization of Schools
- ☐ Center for the Advanced Study of Educational Administration
- ☐ Center for the Study of Evaluation of Instructional Programs
- ☐ Center for the Study of Liberal Education for Adults
- ☐ Clearinghouse for Federal Scientific and Technical Information
- ☐ Clearinghouse for Sociological Literature
- ☐ Data Repository of the Survey Research Laboratory, Univ. of Illinois
- ☐ Defense Documentation Center
- ☐ Department of Audiovisual Instruction (NEA)
- ☐ Department of Classroom Teachers (NEA)
- ☐ Department of Elementary School Principals (NEA)
- ☐ Educational Facilities Laboratories (Facilities Information Service)
- ☐ Educational Products Information Exchange (EPIE)
- ☐ Educational Resources Information Center (ERIC)
- ☐ EDUCOM (Interuniversity Communications Council)
- ☐ Foundation Library Center
- ☐ Information Research Center
- ☐ Institute for International Education
- ☐ International Data Library and Reference Service
- ☐ Instructional Objectives Exchange, Center for the Study of Evaluation, Univ. of California (Los Angeles)
- ☐ International Clearnighouse on Science and Mathematics Curricular Developments
- ☐ Learning Research and Development Center
- ☐ Library Technology Program, American Library Association
- ☐ Mental Health Research Institute
- ☐ Midwestern States Educational Information Project
- ☐ National Association of Secondary School Principals (NEA)
- ☐ National Auxiliary Publications Service
- ☐ National Information Center for Educational Media (NICEM)
- ☐ National Institute for Child Health and Development Science Information Center
- ☐ National Institute for Mental Health Clearinghouse
- ☐ National Library of Medicine (MEDLARS)
- ☐ National Referral Center for Science and Technology
- ☐ Negro Bibliographic and Research Center
- ☐ Neurological Information Network
- ☐ Office of Information, U.S. Office of Education
- ☐ Office of Manpower and Employment Statistics, Bureau of Labor Statistics
- ☐ Office of Legislation, U.S. Office of Education
- ☐ Population Reference Bureau
- ☐ Project INTREX
- ☐ Project Public Information
- ☐ Regional Educational Laboratories
- ☐ Research and Development Center in Educational Stimulation
- ☐ Research and Development Center for Teacher Education
- ☐ Research Program in Child Development
- ☐ Research Utilization Branch, Bureau of Research, USOE
- ☐ School Information and Research Service
- ☐ School Research Information Service (SRIS)
- ☐ Science Information Exchange (SIE)
- ☐ TALENT Data Bank

WORK IN PROGRESS

- ☐ Contemporary Authors
- ☐ Pacesetters in Innovation (annual)
- ☐ Programs in Progress Encyclopedia
- ☐ Research in Education (monthly)
- ☐ Research Studies in Education (annual)
- ☐ Science Information Exchange *(see 'Information Agencies' section)*

UNPUBLISHED STUDIES

- ☐ DATRIX
- ☐ Dissertation Abstracts
- ☐ Masters Abstracts
- ☐ TALENT Data Bank *(see 'Information Agencies' section)*

PERIODICALS

- ☐ ALA Bulletin (monthly)
- ☐ American Documentation (quarterly)
- ☐ American Education (monthly; bi-m D to Jy)
- ☐ American Education Research Journal (quarterly)
- ☐ Audiovisual Instruction (monthly S to Jy)
- ☐ Automated Education Handbook
- ☐ Bulletin—National Assn. of Secondary School Principals
- ☐ Child Development (quarterly)
- ☐ Children (bi-m, S to Jy)
- ☐ College and University Reports
- ☐ Comparative Education Review (3x yr)
- ☐ Congressional Quarterly Service
- ☐ Croft Newsletter Services
- ☐ Education
- ☐ Education Recaps (monthly)
- ☐ Educational Administration Quarterly
- ☐ Education Leadership (monthly O to My)
- ☐ Educational Technology (bi-m)
- ☐ Educational Product Report (9x yr)
- ☐ ERIC Document Collections
- ☐ Facts on File
- ☐ Government Contracts Guide
- ☐ Guide to Federal Assistance for Education
- ☐ Harvard Education Review (quarterly)
- ☐ Joint Council on Educational Telecommunications Data Base Service
- ☐ Journal of Applied Psychology (bi-m)
- ☐ Journal of Educational Psychology (bi-m O to Ag)
- ☐ Journal of Educational Research (10x yr)
- ☐ Journal of Research and Development in Education (quarterly)
- ☐ Journal of Teacher Education
- ☐ National Elementary Principal (6x year)
- ☐ Phi Delta Kappan (monthly S to Jn)
- ☐ Psychological Review (bi-m)
- ☐ Report on the Education of the Disadvantaged
- ☐ Review of Educational Research (5x yr)
- ☐ Saturday Review (weekly)
- ☐ School and Society (bi-m)
- ☐ Scientific Information Notes
- ☐ Social Education (monthly)
- ☐ Teachers College Record (monthly O to My)
- ☐ Theory into Practice (5x yr)
- ☐ Today's Education—The Journal of the NEA (monthly)
- ☐ Urban Education (quarterly)

REPORTS AND MONOGRAPHS

- ☐ Abstracts of Papers (AERA)
- ☐ Cooperative Research Monograph Series (USOE)
- ☐ NEA Research Reports
- ☐ What Research Says to the Teacher

INDEXING AND ABSTRACTING SERVICES

- ☐ Abstracts for Social Workers (4x yr)
- ☐ Abstracts of Computer Literature
- ☐ Abstracts of Instructional Materials in Vocational and Technical Education (AIM)
- ☐ Abstracts of Research and Related Materials in Vocational and Technical Education (ARM)
- ☐ Bibliographic Index
- ☐ Biography Index
- ☐ Book Review Digest (10x yr)
- ☐ British Education Index)
- ☐ Child Development Abstracts and Bibliography
- ☐ CIRF Abstracts
- ☐ College Student Personnel Abstracts
- ☐ Current Contents—Education (weekly)
- ☐ Current Index to Journals in Education
- ☐ Documentation Abstracts
- ☐ Education Index
- ☐ Education Administration Abstracts
- ☐ Guide to Microforms in Print
- ☐ Index to Periodical Articles By and About Negroes
- ☐ Library and Information Science Abstracts
- ☐ Library Literature
- ☐ Mental Retardation Abstracts
- ☐ Monthly Catalog of U.S. Government Documents
- ☐ Monthly Checklist of State Publications
- ☐ New Serial Titles
- ☐ New York Times Index
- ☐ Perceptual Cognitive Development (bi-monthly)
- ☐ Poverty and Human Resources Abstracts
- ☐ Psychological Abstracts
- ☐ Public Affairs Information Service Bulletin
- ☐ Reader's Guide to Periodical Literature
- ☐ Research Grants Index
- ☐ Research in Education
- ☐ Social Science and Humanities Index
- ☐ Sociological Abstracts
- ☐ State Education Journal Index
- ☐ Subject Index to Children's Magazines
- ☐ Vertical File Index

ANNUAL REVIEWS & STATE OF THE ART REPORTS

- ☐ Annual Phi Delta Kappa Symposium on Educational Research
- ☐ Annual Review of Information Science and Technology
- ☐ Assn. for Supervision and Curriculum Development Yearbook
- ☐ Biennial Survey of Education
- ☐ Bowker Annual
- ☐ Britannica Book of the Year
- ☐ Digest of Public General Bills & Selected Resolutions with Index
- ☐ International Yearbook of Education
- ☐ National Council for the Social Studies Yearbook
- ☐ National Society for the Study of Education Yearbook

BIBLIOGRAPHIC REVIEWS

- ☐ Bibliography on Knowledge Utilization and Dissemination
- ☐ The Teacher's Library: How to Organize It and What to Include
- ☐ "Outstanding Education Books of 19–" in Today's Education, the Journal of the NEA (annual, May)

BOOKS

- ☐ American Book Publishing Record
- ☐ Books in Print
- ☐ Cumulative Book Index
- ☐ Forthcoming Books
- ☐ Guide to Reference Books
- ☐ Paperbound Books in Print
- ☐ Publishers' Trade List Annual
- ☐ Reference Books in the Mass Media
- ☐ Scholarly Books in America
- ☐ Subject Guide to Books in Print
- ☐ Subject Guide to Forthcoming Books
- ☐ Textbooks in Print

ENCYCLOPEDIC SUMMARIES

Encyclopedia Britannica
Encyclopedia of Educational Research

- ☐ Encyclopedia of Library and Information Science

SEARCHER'S SIGNATURE	DATE COMPLETED

8. Resource Located

Author:
Title:

Source:
Pages:
Other:

Abstract:

Significance and Potential Use:

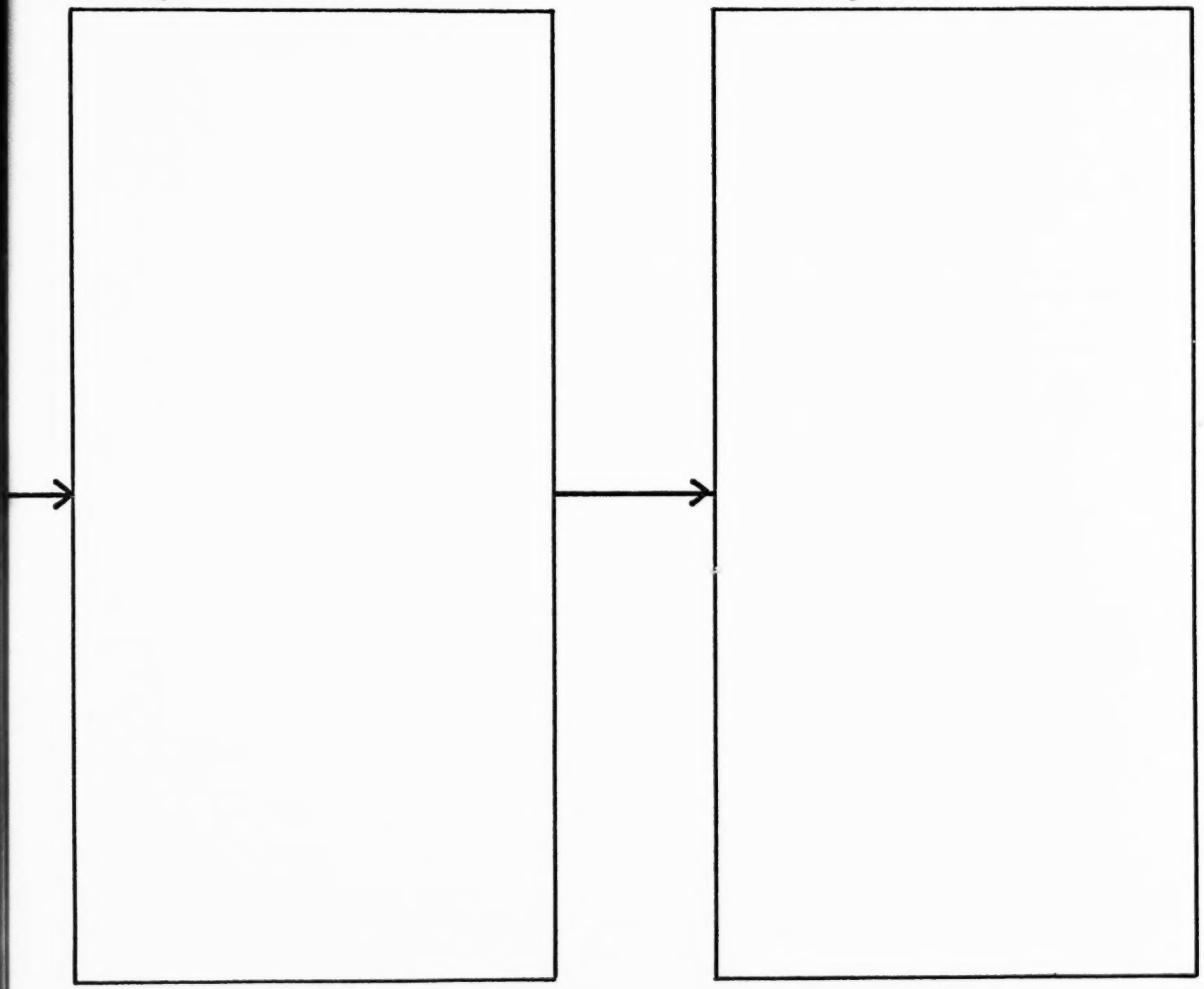
9. Synthesis of Information

10.

NEED MORE INFORMATION?
Yes: return to 4
No: Proceed

11. Analysis of Information

12. Resulting Decision



2.

Searching Resources

The searching process described in Chapter 1 is designed to efficiently link users to a variety of printed resources which may satisfy their needs. An important part of the searching process is the use of the Search Procedure. This is a checklist of most of the major printed handbooks, manuals, directories, indexes, etc., arranged in a logical order for structuring a search for information. The Search Procedure, as presented in this section of the manual, functions as a table of contents for the annotations which follow it. When used independently in the day-to-day operation of a Referral Library, it serves as a convenient form for studying the referral reply to the user as well as a useable guide for the user when he commences his research. When used on a personal basis, it provides a review of those sources available in relation to a given reference question.

The Contents

In pursuing the quest for information, it is important to not overlook human and institutional resources. However there does not seem to exist presently any agency or organization with the capability of identifying these valuable sources of information.

Human Resources

A human resource is an individual who can supply certain skills and competencies without necessarily speaking for any particular organizational structure. Generally, human resources are identified with consultants that might be connected with universities, state departments of education, and intermediate or county school districts. While these are indeed the principal sources of consultants, one should not limit consideration to that level. Significant resources can often be found in local school districts in the form of administrators, teachers, and project directors who are very close to the activities and details of their program. Personnel of service agencies connected to universities should not be overlooked. These agencies generally work in the areas of accreditation and educational surveys and have access to important educational information. With the advent of federal involvement, many federal projects, regional laboratories, and research and development centers have evolved and have on their staffs individuals with a wealth of experience.

Institutional Resources

Due to the recent proliferation of federal and local school "projects" and "exemplary" programs, a whole new type of resource — institutional in nature — has appeared. These projects, unlike the continuing agencies cited above as sources of human resources, can be identified by their relatively short and circumspect nature. They usually deal with a rather restricted focus and may be one aspect of a larger, more permanent pattern, especially at the local school district level.

To date, little has been done to control these projects. One may contact the resources mentioned in the section on "human resources" (above), or consult the following two items: *Research in Education,* a monthly abstracting journal of ERIC which has a special current projects section in each issue, or *Programs In Progress Encyclopedia* (PIPE), which attempts to control projects in the social sciences. For details on these two items, see below.

All this points to the need for consideration of human and institutional resources while undertaking an information search. The steps taken will largely be determined by the searchers' familiarity with the resource potential in the area in question. The authors suggest that exploration of all available human and institutional resources be attempted to assure maximum exposure to potential information sources.

Information Agencies

Alexander G. Bell Association for the Deaf
1537 35th Street, N. W.
Washington, D. C. 20007

Description. The Association is a philanthropic organization established in 1890 by A. G. Bell to promote the teaching of speech and lip-reading to the deaf.

Resources. Volta Bureau Library is one of the world's largest collections on deafness — including books, pamphlets, and research reports.

Publications.
A wide range of inexpensive pamphlets (free list available).
Publishes and/or distributes a wide range of books.
Volta Review (journal) monthly, except summer.

Information Services. Volta Bureau Library is open to the public. Small lending collections available. Interlibrary loans.

User Qualifications. Requests from librarians, medical personnel, students, and relatives of the deaf are answered.

American Educational Research Association (NEA)
1201 16th Street, N. W.
Washington, D. C. 20036

Description. A professional organization of educators and behavioral scientists interested in the development, application and improvement of educational research.

Resources. Wide range of human resources are utilized through conventions and other professional meetings. A great deal of reports and other publications are generated.

Publications.
Encyclopedia of Educational Research (document)
Review of Educational Research (5x yr)
AER Journal (q)
Educational Researcher (5x yr)
Handbook of Research on Teaching
Also publishes numerous reports, pamphlets, etc.

American Society of African Culture Library
15 E. 40th Street
New York, New York 10016

Description. Attempts to bring to the American public an understanding and appreciation of Africa's vast cultural and artistic heritage.

Resources. Maintains a reference library of Afro-American and African art, literature, music, and history.

Publications.
Newsletter (bi-monthly)
African Forum (quarterly)
Publishes various reports and books.

Information Services. Supplies bibliographic service. Library is open to the public.

Association for Supervision and Curriculum Development (NEA)
1201 16th Street
Washington, D. C. 20036

Description. A professional educational organization devoted to the study and implementation of curricular innovations and enlightened supervisory and administrative practices.

Resources. In addition to the mass of material published in report and brochure form, the ASCD is a source of a large number of human resources which are utilized through conventions, meetings, etc.

Publications.
Educational Leadership (8x yr)
Also a wide range of reports, pamphlets, and other items relevant to the Association's concerns.

Bureau of Public Affairs, U. S. Dept. of State
U. S. Department of State
2001 C. St., N. W.
Washington, D. C. 20520

Description. Supplies information to the public concerning all aspects of U. S. foreign policy.

Publications.
Foreign Relations of the U. S.
American Foreign Policy — Current Documents

Information Services. Answers questions related to its area and assists in research of State Department records.

Center for Research and Development for Cognitive Learning
University of Wisconsin
Madison, Wisconsin

Description. The Center's purpose is to promote optional learning in the cognitive domain and to encourage optional personality development.

Resources. Mainly human resources. The Center employes researchers from the behavioral sciences, subject disciplines, and from the communications arts.

Publications. Research findings are published in the form of pre-prints and reports. A newsletter is published.

Information Services. No formal information services are available but the R & D Centers will normally supply copies of their publications and answer questions about their programs.

Center for Research and Development in Higher Education
University of California
Berkeley, California

Description. This R & D Center will attempt to assist individuals and organizations responsible for higher education to improve their quality, efficiency, and availability.

Resources. The Center encompasses many expert researchers and consultants in higher education which comprises an excellent composite of human resources.

Publications. Like the other R & D Centers, this Center publishes its findings in the form of journal pre-print and report literature. A newsletter is also available.

Information Services. In addition to making its publications available, the Center will usually respond to questions about its own programs.

Center for Research and Development in Teaching
Stanford University
Palo Alto, California

Description. This R & D Center's objective is to improve the theory and practice of teaching, and teacher education, by investigating the efforts of teachers' acts, and the modification and administration of teacher education programs.

Resources. The Center's consultants, research staff, and other experts constitute an excellent body of human resources.

Publications. The Center disseminates its findings through the publication of reports, journal articles, a newsletter, etc.

Information Services. The Center will normally reply to inquiries about its activities as well as make its publications available to interested parties.

Center for Research and Development on Educational Differences
Harvard University
Cambridge, Massachusetts

Description. This R & D Center will conduct a long-term cooperative program of investigation of the wide range of critical psychological, social, cultural, ethnic, and other differences among individuals as they affect the learning process. Means will be developed to make the schools more responsive to these differences and use them for the benefit of the individuals they serve.

Resources. Research people, consultants, and other specialists on the Center's staff are an excellent collection of human resources.

Publications. Research results are communicated through various publications such as journal articles, reprints, reports, etc. A newsletter is available.

Information Services. No formal service, but an R & D Center will usually respond to questions about its own programs as well as supply copies of its publications.

Center for Research in the Study of Social Organization of Schools
Johns Hopkins University
Baltimore, Maryland

Description. This Center's focus is on the influence of the social and administrative organization of elementary, secondary, and higher education; and on the learning of students from diverse social, economic, and racial backgrounds.

Resources. The strong point of any research facility is its human resources which are composed of its research staff, consultants, and others.

Publications. Article reprints, research reports and similar items are published by the R & D Centers, as well as a newsletter.

Information Services. The R & D Centers will normally respond to requests about their own programs as well as supply copies of their publications, but no formal information service is foreseen.

Center for Advanced Study of Educational Administration
University of Oregon
Eugene, Oregon

Description. The concern of this R & D Center includes the internal organization and functioning of public educational institutions and educational systems and with the relationships of these institutions and systems to the larger environments in which they are located. It focuses on the social context of educational administration.

Resources. As with the other R & D Centers, the most valuable resources present are the human resources inherent in the Center's staff.

Publications. Research findings are communicated to the educational community via journal articles, reports, reprints, newsletters and the like.

Information Services. None formally, but they will usually answer queries about the Center's programs, mail copies of publications, etc.

Center for the Study of Evaluation of Instructional Programs
University of California
Los Angeles, California

Description. This Center focuses its attention on the complex nature of the evaluation process and its vital role in the improvement of education. It will attempt to develop a theory of evaluation and develop adequate instruments based on this theory.

Resources. The most valuable resource at an R & D Center is the human resources represented by its research staff.

Publications. The Center's dissemination activities will include publication of research findings in report form, journal articles, etc. A newsletter will be published.

Information Services. The Center will normally respond to questions for information about center programs and for copies of center publications, but no formal information service is contemplated.

Center for the Study of Liberal Education for Adults

Boston University
138 Montford St.
Brookline, Massachusetts 02146

Description. The Center was designed to supply information to universities and senior researchers interested in liberal arts adult education.

Resources. Center has a materials collection which includes unpublished materials, books, journals, research reports, brochures, and program descriptions.

Publications. Annotated bibliographies, a tri-weekly newsletter, and several series of monographs.

Information Services. Their publications are supplied, they answer questions, do literature searches, make referrals, and supply consultants for a fee.

User Qualifications. A university which is a member of the Association of University Evening Colleges and National University Extension Association. Serious researchers are admitted by appointment.

Clearinghouse for Federal Scientific and Technical Information

Springfield, Virginia, 22151

Description. The Clearinghouse is designed to supply the public with unclassified information about government scientific information.

Resources. Mainly the documents produced by, or collected by, the Department of Defense.

Publications.

U. S. Government Research Reports
Technical translations, English versions of foreign literature
Government-wide index to Federal Research and Development Reports, a monthly index

Information Services. Fast Announcement Service, announces reports just published in categories selected by the user. Requests for information are accepted in writing. Center documents are available in hard copy or microfiche. Other services, such as literature searches, reports, etc., are also available.

Clearinghouse for Sociological Literature

Dept. of Sociology
University of Wisconsin-Milwaukee
Milwaukee, Wisconsin 53211

Description. Designed to disseminate sociological research information, this clearinghouse reviews relevant research reports and, if accepted, they are microfiched and abstracted in *Sociological Abstracts.*

Resources. Resources consist of its collection of microfiche.

Publications. The Clearinghouse's abstracts appear in *Sociological Abstracts.*

Information Services. The public may purchase copies of the microfiche or hardcopies of same.

Data Repository of the Survey Research Laboratory

University of Illinois
3 David Kinley Hall
University of Illinois
Urbana, Illinois 61801

Description. The repository collects data on social and political life, worldwide. It is affiliated with the Inter-University Consortium for Political Research, the Roper Public Opinion Survey, and Council of Social Science Data Archives.

Resources. A wealth of raw data collected by the organizations mentioned above.

Information Services. The data is stored for computer use. Programs are available for searching the data.

User Qualifications. Restricted to University of Illinois faculty and graduate students and to the state government. Restricted use to others is conditional.

Defense Documentation Center

Cameron Station
Alexandria, Virginia 22314

Description. The DDC is the Defense Department's central unit for storage and retrieval of all data, documents, and research information generated by the Department, its contractors, subordinates, and affiliates.

Resources. The central library maintains a collection of nearly one million technical reports and documents, and a data bank of over 30,000 items.

Publications. Classified publications (see below):

Technical Abstract Bulletin
U. S. Government R & D Reports
Unclassified Publications.
Index to the Technical Abstract Bulletin
Index to U. S. Government R & D Reports
Thesaurus of Engineering and Scientific Terms

Information Services. A Work Unit Bank is maintained for Defense and other government agencies. Organizations affiliated with Defense may obtain the fiche and classified publications. The unclassified publications are available to other federal agencies and information centers. The DDC maintains a Central Registry Service to assure that classified materials go only to authorized agencies. A referral service is maintained by the DDC to refer requests directly to the Defense affiliate that can best answer them.

User Qualifications. As noted above, the DDC does not serve the public directly. Its services are restricted to the Defense Department and its affiliates. Unclassified materials which are available to the general public are sold through the Clearinghouse for Federal Scientific and Technical Information, Springfield, Va.

Department of Audio-Visual Instruction (NEA)
1201 16th Street, N. W.
Washington, D. C. 20036

Description. A professional organization of theorists and practitioners in audio-visual education and instructional technology.

Resources. In addition to the publications, a considerable amount of human resources are utilized through conferences, meetings, etc.

Publications.

Audio-visual Instruction (monthly), practitioner-oriented

AV Communication Review (quarterly), theory-oriented — also, many books, pamphlets, monographs, etc. including the *Standards for School Media Programs.*

Information Services. In addition to its publications and conferences, DAVI maintains a Professional Consultation Service and a Professional Placement Service for its members.

Department of Classroom Teachers (NEA)
1201 16th Street, N. W.
Washington, D. C. 20036

Description. Designed to help classroom teachers become informed on current educational problems and to strengthen their work.

Resources. In addition to conventions and publications, the department is a focal point for human resources in its area of interest.

Publications.

DCT News Bulletins (3x yr)
Various books and pamphlets

Department of Elementary School Principals (NEA)
1201 16th Street, N. W.
Washington, D. C. 20036

Description. Professional association of principals of elementary schools, including people working in research on the administration of elementary schools.

Resources. Conventions are an effective source of human resources in the area of interest, in addition to the Department's publications.

Publications.

National Elementary Principals (6x yr)
Assorted books, monographs, etc.

Educational Facilities Laboratories
477 Madison Avenue
New York, New York

Description. An organization founded by the Ford Foundation to collect and disseminate information about efficient and effective school and college facilities and to promote construction of same to generate current information.

Resources. A library open to serious researchers and a wealth of publications.

Publications. Publicize the results of its researches in various series of pamphlets, monographs, etc.

Information Services. Will allow conditional use of its library and will supply its publications to the public.

Educational Products Information Exchange (EPIE)
52 Vanderbilt Avenue
New York, New York 10017

Description. EPIE is a disinterested, non-profit organization established by professional educators to collect objective information in the effectiveness of instructional materials and equipment.

Resources. EPIE hopes to collect 3 types of information about instructional materials and equipment and to combine it for an objective picture:
Producer Information
Analytical Information
User Information

Publication. Educational Product Report (EPR)

Information Services. They are designed in 3 "modes":
Broadcast Mode: the publication EPR (above)
Responsive Mode: an inquiry form disseminated in EPR
Interactive Mode: an active dialog between the user of EPR and EPIE's information center on specific product-user problems.

Educational Resources Information Center (ERIC)
Bureau of Research, U. S. Office of Education
Washington, D. C. 20202

Description. The dissemination area of the research data collected by the USOE and other relevant research information. Nineteen clearinghouses collect and abstract information in their respective subject areas and feed it to a central office for indexing and recording on microfiche.

Resources. The 19 Clearinghouses are sources of human resources in their subject areas. The ERIC Microfiche collection makes most of the ERIC material available to the public.

Publications.

Research in Education, the index to the microfiche collection.
Indexes to various specialized collections.
Index to Journal Literature in Education (research-oriented)
The clearinghouses also publish newsletters and bibliographies.

Information services. The Clearinghouses don't provide formal information services, but concentrate on abstracting items for RIE. The index may be obtained from the government printing office for $21 per year. The documents indexed from: ERIC Document Reproduction service, National Cash Register, Box 2206, Rockville, Md.

EDUCOM (Interuniversity Communications Council)

4200 Fifth Avenue
Pittsburgh, Pa. 15213

Description. EDUCOM was created to facilitate the communication between 60 major universities in the U. S. Specifically, it works on actual systems of communication concerning instruction and administration.

Publications. EDUCOM Bulletin

Information Services. EDUCOM is not really an information center, but an organization designed to create methods of information handling. It issues occasional publications, reports, etc. on its panels which cover six major areas of the university communication problem.

User Qualifications. Member organizations. The public may subscribe to the *EDUCOM Bulletin.*

Foundation Library Center

444 Madison Avenue
New York, New York 10022

Description. Collects and maintains information on the subject of philanthropy, especially concerning foundations.

Resources. A small, specialized library in its area of interest and a large vertical file collection. Special collection of foundation annual reports.

Information Services. The library, reports, and other materials are open to the public.

Information Research Center

Battelle Memorial Institute
505 King Avenue
Columbus, Ohio 43201

Description. The Center supplies Battelle's staff with current information on research activities on the subject of information science and information centers.

Resources. Extensive collection, in all formats, of publications and data on information science.

Information Services. The IRC will accept visits from the public and give quick reference service. More extensive services, such as literature searches, state-of-the-art reports, and design of systems, are performed under contract.

Institute for International Education

809 United Nations Plaza
New York, New York 10017

Description. Disseminates information internationally, the cultural exchange of students, scholars, artists, etc. Helps develop educational programs for emerging nations.

Resources. A library of information and materials on cultural exchange, catalogs of educational institutions, etc.

Publications. Various handbooks, guidebooks, surveys, brochures, etc.

Information Services. In addition to its publications, the IIE holds conferences, supplies a consultation service, and its library is available to interested parties.

International Data Library and Reference Service

Survey Research Center
University of California
2220 Piedmont Avenue
Berkeley, California 94720

Description. Collects and stores raw data for researchers who wish to use it for secondary analysis.

Resources. Holdings consist of Survey Research Center data and other materials collected by the Data Library. Good collections of population data, especially of emerging nations, is on file.

Information Services. The data, on punched cards or tape, is available to qualified scholars and researchers who wish to use it. The only restriction would be if the original researchers were still using the data and wished to keep it until the study was complete. There is a fee for use.

Instructional Objectives Exchange

Center for the Study of Evaluation
Graduate School of Education
University of California
Los Angeles, California 90024

Description. The IOE is designed to serve as a depository for objectives and measures. It provides a dissemination service and develops objectives when necessary.

Resources. Large collection of operationally stated objectives and evaluation devices.

Information Services. The IOE will make sets of operationally-stated objectives and evaluation devices available to local educators and in turn requests deposit of same into its data banks.

International Clearinghouse on Science and Mathematics Curricular Developments

Science Teaching Center
University of Maryland
College Park, Maryland 20742

Description. Created by the American Association for the Advancement of Science and the University of Maryland to promote improved methods of science and math instruction.

Resources. It maintains an extensive collection of equipment and literature produced by various projects, and articles by educators.

Information Services. Cannot distribute items but its library and other collections are open to the public. An annual report summarizes its findings.

Learning Research and Development Center
University of Pittsburgh
Pittsburgh, Pa.

Description. This Center focuses its attention on the interaction between learning research in the behavioral sciences and instructional practice in the schools.

Resources. The Center's researchers constitute a significant human resource in its areas of interest.

Publications. The Center's research data is published in report, journal article, and monograph formats.

Information Services. In addition to copies of its publications, the Center will normally answer questions about its own programs. No other information services are available.

Library Technology Program, American Library Association
50 E. Huron Street
Chicago, Illinois 60611

Description. The Program's objectives are to explore ways and means by which modern technology and the principals of scientific management can be used to solve some of the administrative problems of libraries.

Resources. Extensive data on the evaluation of library hardware, furniture, etc. Extensive list of publications.

Publications.
Annual Report
sections in the *ALA Bulletin* and *Special Libraries*
a wide range of evaluative pamphets and reports.

Information Services. In addition to supplying its publications, LTP maintains a Technology Information Service, which supplies objective information and assistance on library supplies and equipment.

Mental Health Research Institute
University of Michigan
205 N. Forest Ave.
Ann Arbor, Michigan

Description. Conducts interdisciplinary research in mental health and behavioral sciences directed toward discovering the causes of mental disease and developing procedures for prevention and care of same.

Resources. Provides access to human resources by holding teaching institutes, conferences, and like meetings.

Publications. Research is published in report, journal article, and monograph form.
Behavioral Science (quarterly)

Information Services. Maintains an advisory and consultation service for state organizations concerned with mental health problems.

Midwestern States Educational Information Project (MSEIP)
Iowa Dept. of Public Instruction
217 7th Street
Des Moines, Iowa 50309

Description. Designed to develop a total information network connecting the state departments of education of 13 midwestern states.

Resources. Coding schemes for its five main areas of interests are now being tested, subsequent to acquisition of relevant data.

Publications.
MSEIP Newsletter (irregular)
MSEIP Progress Report (quarterly)

Information Services. Once the coding schemes are perfected, the data will be available to all 13 state departments of education, and through them to the educational community.

National Association of Secondary School Principals (NEA)
1201 16th Street N. W.
Washington, D. C. 20036

Description. A professional association of secondary school principals, assistant principals, and others dealing in secondary school research and administration.

Resources. Apart from publications, considerable human resources are available through conferences, meetings, etc.

Publications.
NASSP Bulletin (9x yr)
NASSP Newsletter (5x yr)
NASSP Spotlight (5x yr)
In addition books, monographs, reports are published.

National Auxiliary Publications Service
American Society for Information Science
c/o CCM Information Services, Inc.
22 W. 34th Street
New York, New York 10001

Description. Designed to alleviate the problem of publishing research articles that require large amounts of illustrative or supplementary material. The author stores the auxiliary data with the Service for a fee and publishes only the article. Readers may then request hardcopy or microfiched copies of the data from the service.

Resources. Over 10,000 items of auxiliary data in the form of tables, charts, photos, bibliographies, computer printouts, etc., all stored on microfiche.

Information Services. The Service, for a nominal fee, will supply the auxiliary materials to an article in hardcopy or microfiche.

National Information Center for Educational Media (NICEM)

University of Southern California
University Park
Los Angeles, California 90007

Description. A part of the Division of Industrial Technology of USC, it devises new methods of automated cataloging of instructional materials.

Resources. A large data bank of bibliographic information about all types of instructional media.

Publications.

Index to 16mm Educational Films (McGraw Hill)
Index to 35mm Educational Filmstrips (McGraw Hill)
Also many indexes are produced on request.

Information Services. The Center regularly publishes indexes, such as those listed above. It will contract to produce specialized catalogs for individual needs.

National Institute for Child Health and Development Science Information Center

National Institute for Child Health and
Human Development
Bethesda, Maryland 20014

Description. The purpose of the Information Center is to acquire and index all relevant research material of interest to the researchers at the National Institute.

Resources. Literature, documents, and data collected in relation to the Institutes' research activities.

Information Services. The Center will accept written requests for information although the data is intended primarily for serious researchers in the areas covered.

National Institute for Mental Health Clearinghouse

5454 Wisconsin Avenue
Chevy Chase, Maryland 20203

Description. Designed as a clearinghouse for the research information generated in the field of mental health.

Resources. Over 55,000 reports and other documents as well as extensive collections of journals, hardbooks, etc.

Publications.

Psycholopharmacology Abstracts (monthly)
Crime and Delinquency Abstracts (tri-monthly)
Mental Retardation Abstracts (quarterly)
Occupational Mental Health Note (monthly)
Drug Dependence and Abuse Notes (monthly)

Information Services. The Clearinghouse will answer inquiries, supply consulting, references, literature searching, and referral services to serious researchers.

National Library of Medicine

8600 Rockville Pike
Bethesda, Maryland 20014

Description. The Library is the national depository of medical information. It collects materials in 40 medical and many other related fields.

Resources. Nearly 1½ million volumes, pamphlets, theses, microfilms, research reports, and audiovisual materials. Includes a large historical collection, some of it incunabula.

Information Services. On site use of the library and quick references are available to the public.

MEDLARS. Produces computer-generated bibliographies at the request of medical overted groups and organizations.

National Referral Center for Science and Technology

Library of Congress
Washington, D. C. 20540

Description. Designed as a referral agency where users would be directed to the agency or organization that could best fill their need for scientific or technical information.

Resources. An extensive file of information about information sources.

Publication. A Directory of Information Resources in the U. S. (4 vol.)

Information Services. While one unit of the Center collects data, the others answer questions by referring users to the correct agency. An abstract of the agency is available listing pertinent data.

Negro Bibliographic and Research Center

117 R. Street, N. E.
Washington, D. C. 20002

Description. A private, non-profit organization to centralize information and materials about the Afro-American and his culture.

Resources. The Center's resources include reports, books, articles, and much other Negro-oriented data.

Publications. A bibliography will be published and offered for sale 6 times a year. It will include an international selection of items about the Afro-American at all levels.

Information Services. In addition to the bibliography, the Center will conduct research for a fee.

Neurological Information Network

National Institute for Neurological Diseases
and Blindness
The Brain Information Center
University of California at Los Angeles
Los Angeles, California 90024

Description. The Network consists of several specialized centers designed to identify, acquire and store for use all relevant literature in their area.

Resources. Their holdings include books, articles, reports, theses, and similar items.

Information Services. Designed primarily for physicians and researchers, all questions are welcome. They produce bibliographies, state-of-the-art reports, and supply current awareness services, analysis, monographs, etc.

Office of Information, U S. Office of Education

U. S. Office of Education
400 Maryland Avenue S. W
Washington, D. C. 20202

Description. Designed as a public information center for current information on educational programs administered by the USOE.

Publications. News releases, brochures, pamphlets, etc.

Information Services. Answers questions from the public and makes referrals. [Telephone number: (202) 963-5181]

Office of Legislation, U. S. Office of Education

U. S. Office of Education
400 Maryland Avenue S. W.
Washington, D. C. 20202

Description. Created to answer public inquiries concerning legislation pending on Capital Hill. Can supply up-to-the-minute information.

Publications. Legislative Notes (irregular)

Office of Manpower and Employment Statistics, Bureau of Labor Statistics

Bureau of Labor Statistics
441 G Street N. W.
Washington, D. C. 20212

Description. Compiles and indexes statistics on labor, manpower, and employment.

Resources. All the U. S. Statistics for labor and manpower arranged by several different parameters.

Publications.

Occupational Outlook Handbook.

Many reports, summaries, etc. covering the Bureau's statistics.

Information Services. The office will answer inquiries, make referrals, and provide advisory and consulting services.

Population Reference Bureau

1775 Massachusetts Avenue N. W.
Washington, D. C. 20036

Description. Private, non-profit corporation founded to do research on the problem of world population control.

Resources. Collects and maintains relevant resources to further its activities.

Publications.

Population Bulletins (6x yr)
Population Profiles (series of pamphlets)
Other brochures, data sheets, etc.

Information Services. An information service that answers questions about population problems is available to its membership.

Project INTREX

Massachusetts Institute of Technology
Room 10-403
77 Massachusetts Avenue
Cambridge, Massachusetts 02139

Description. Organization created to find long-term solutions to major organizational problems of large libraries, and to relate some to the field of information transfer engineering.

Resources. None as such. It uses the Engineering Library at MIT for its cataloging experiments.

Publications. Project INTREX Newsletter

Information Services. Most services are limited to MIT personnel at this experimental stage, but project staff will normally answer general inquiries about the nature of their activities.

Project Public Information

306 W. Mifflin Street
Madison, Wisconsin 53703

Description. A federally funded project designed to help state departments of education improve their public information programs.

Resources. The Project has produced films, video tapes, radio programs, conferences, etc., as prototypes for the state departments.

Publications.

Educational Spectrums (irregular)
Newsletter (monthly)

Information Services. Restricted to state departments of education. It provides its products as well as holding conferences, workshops, etc.

Regional Educational Laboratories

Description. The regional educational laboratories are private, non-profit corporations which are funded, in whole or in part, under Title IV of the Elementary & Secondary Education Act of 1965. Each laboratory operates under a contract with the Bureau of Research, U. S. Office of Education. Although the informal "boundaries" of the 20 regions often overlap, the laboratories operate cooperatively rather than competitively.

Briefly, the laboratories are designed to take the products of basic research and develop and test programs to link the research with practice in the schools of their respective regions. The national network of regional laboratories was conceived to insure that research findings, once developed and appropriately field tested, did in fact reach the school and find implementation.

Resources. The laboratories normally do not maintain significant collections of materials, but the laboratory staffs represent an outstanding human resource.

Publications. Most laboratories produce reports, newsletters, brochures, and other publications. Contact the appropriate laboratory for specific information.

Information Services. Most of the laboratories do not provide direct services as such, but will answer specific requests for information about programs they have under development.

The Laboratories. The following listing includes acronyms, addresses, basic regional outlines, and keywords descriptive of their programs.

Appalachia Educational Laboratory — AEL
1414 Kanawha Blvd. (P.O. Box 1348)
Charleston, West Virginia 25325
Region: W. Va. and parts of Ohio, Penna., Va., Tenn., and Ky.
Program: education cooperatives; vocational guidance, early childhood education, remedial language.

Center for Urban Education — CUE
105 Madison Ave.
New York, New York 10016
Region: Metropolitan New York and some neighboring cities.
Program: curriculum, community relations, mass media, educational personnel; urban school systems.

Central Atlantic Regional Educational Laboratory — CAREL
1200 17th St. N. W.
Washington, D. C. 20036
Region: D.C., Md., parts of Del., W. Va., and northern Va.
Program: art, music, theatre, dance, literature.

Central Midwestern Regional Educational Laboratory — CEMREL
19646 St. Charles Rock Rd.
St. Ann, Missouri 63074
Region: eastern Mo., southern Ill., central & western Tenn., Ky.
Program: curricula and instructional systems, information systems; mathematics instruction, aesthetic education.

Cooperative Educational Research Laboratory, Inc. — CERLI
540 West Frontage Rd. (P.O. Box 815)
Northfield, Illinois 60093
Region: Ind., parts of Ill., Mich., and Wis.
Program: continuing education; the gifted.

Eastern Regional Institute for Education — ERIE
635 James St.
Syracuse, New York 13203
Region: N. Y. (except New York City), western Penna.
Program: individualized instruction, processes of learning.

Educational Development Center — EDC
55 Chapel St.
Newton, Massachusetts 02160
Region: New England.
Program: curriculum development, school-community educational development, disadvantaged.

Far West Laboratory for Educational Research and Development — FWLER
1 Garden Court
Berkeley, California 94705
Region: northern Calif., Nev.
Program: school personnel, inservice education, educational research information.

Michigan-Ohio Regional Educational Laboratory — MOREL
3750 Woodward Ave.
Detroit, Michigan 48201
Region: Mich., Ohio.
Program: teaching behavior improvement, information services, combating racism in education.

Mid-continent Regional Educational Laboratory — McREL
104 East Independence Ave.
Kansas City, Missouri 64106
Region: eastern Neb., western Mo., eastern Kan., central Okla.
Program: self-directed learning.

Northwest Regional Educational Laboratory — NWREL
710 S. W. Second Ave.
Portland, Oregon 97204
Region: Alaska, Idaho, Mont., Wash., Ore.; Guam.
Program: improving instruction in small schools, culturally different children, inservice education.

Regional Educational Laboratory for the Carolinas and Virginia — RELCV
411 West Chapel Hill St.
Durham, North Carolina 27701
Region: N. C., S. C., southern Va.
Program: higher education planning and decision-making.

Research for Better Schools — RBS
121 South Broad St.
Philadelphia, Pennsylvania 19107
Region: Del., N. J., eastern Penna.
Program: individually prescribed instruction.

Rocky Mountain Educational Laboratory — RMEL
1620 Reservoir Rd.
Greeley, Colorado 80631
Region: Colo., Wyo., Ariz., Idaho, Mont., Kans., Neb.
Program: individual learning disabilities, occupational education.

South Central Regional Educational Laboratory — SCREL
501 Wood Lane
Little Rock, Arkansas 72201
Region: Ark., Miss., parts of Okla., Kans., Mo., La.
Program: compensatory education, programmed instruction.

Southeastern Educational Laboratory — SEL
3450 International Blvd., Suite 221
Hapeville, Georgia 30054
Region: Ala., Fla., Ga.
Program: disadvantaged, instructional materials, bilingual materials center.

Southwest Educational Development Laboratory — SEDL
800 Brazos St., Suite 550
Austin, Texas 78701
Region: Texas, La.
Program: curriculum development, Mexican-American and Negro-American education, computer-assisted instruction.

Southwestern Cooperative Educational Laboratory — SWCEL
117 Richmond Dr. N. E.
Albuquerque, New Mexico 87106
Region: N. Mex., parts of Ariz., Okla., Texas.
Program: language arts, English as second language, pre-school.

Southwest Regional Laboratory for Educational Research and Development — SWRL
11300 LaCienega Blvd.
Inglewood, California 90304
Region: southern Calif., southern Nev., western Ariz.
Program: problem-solving, communication skills, staff training, computer technology.

Upper Midwest Regional Educational Laboratory — UMREL
1640 East 78th St.
Minneapolis, Minnesota 55423
Region: Iowa, Minn., N. D., S. D., Wis.
Program: preservice and inservice education.

Research and Development Center in Educational Simulation
University of Georgia
Athens, Georgia

Description. This Center will attempt to determine the extent to which a program of early and continuous stimulation activities for 3 to 12-year-old children will increase their competencies in cognitive, aesthetic, and motor learning; and through this study establish new norms for learning, and provide tested materials.

Resources. The Center's consultants and research staff are excellent human resources.

Publications. The Center publishes its findings in journals, and in reports, reprints, monographs, etc.

Information Services. Normally, a center will respond to specific inquiries about its own programs, but formal information services are rarely available.

Research and Development Center for Teacher Education
University of Texas
Austin, Texas

Description. The Center's activities involve research in the area of inservice teacher education, and developing programs that will evaluate the effects of this research on student and teacher. The Center will also attempt to improve communication and cooperation between schools and colleges.

Resources. As in other R & D Centers, the members of the staff comprise the principal resource.

Publications. The Center publishes reports, monographs, reprints, journal articles, etc.

Information Services. No formal services but — in addition to supplying copies of its publications — the Center will normally respond to inquiries about its own programs.

Research Program in Child Development
Institute for Juvenile Research
232 E. Ohio St.
Chicago, Illinois 60611

Description. The Program is seeking to make contributions to knowledge of the development of human behavior through a series of coordinated programs of basic and clinical research. The maturational and socialization processes of children are of special concern to the Program.

Resources. In addition to the usual library materials, the Program maintains information about its present and past research studies.

Publications.
an annual report
Research News and Notes (quarterly)
a current awareness *Research Reports* service.

Information Services. Qualified scientists and researchers may avail themselves of the Program's classified library of case studies and other information resulting from its programs. Inquiries from qualified researchers are answered.

Research Utilization Branch, Bureau of Research, USOE
U. S. Office of Education
Washington, D. C. 20202

Description. This is the branch of USOE which is responsible for promoting the application of basic research to practice in the schools. The Branch examines proposals, grants federal funds, and/or makes contracts for educational development studies and programs which it deems worthwhile.

Services. The Branch grants funds to institutions and organizations and makes contracts with organizations

and individuals who present acceptable written proposals for research and development studies and activities. The proposals must be in a prescribed format. Those interested should contact the Branch for details.

School Information and Research Service (SIRS)
100 Crockett St.
Seattle, Washington 98109

Description. SIRS is a private, non-profit corporation funded by voluntary memberships of school districts and county superintendents' offices. Its purpose is to collect and disseminate information on school management problems to superintendents and other chief school officers. SIRS takes surveys, conducts conferences, etc.

Publications. Frequent reports on many topics.
Slants (monthly)

Information Services. Conducts surveys, etc., for member organizations only, but disseminates the results (in the form of publications) to any well established educational organization or institution.

School Research Information Service (SRIS)
Phi Delta Kappa
8th St. & Union Ave.
Bloomington, Indiana 47401

Description. SRIS is an information service that collects (through PDK's chapters), classifies, and disseminates local school system reports of educational research and innovative practices.

Resources. Large collection of local school system documents, and all of the ERIC collection, on microfiche and indexed for retrieval.

Publications.
SRIS Quarterly.

Information Services. Accepts inquiries from any interested party. They will conduct a search of their collection and provide abstracts or complete reports in microfiche or hard copy for the cost of materials.

Science Information Exchange (SIE)
209 Madison Bank Bldg.
1730 M St. N. W.
Washington, D. C. 20036

Description. The Exchange is designed to provide timely information concerning ongoing scientific research. The control of "work in progress" information in the sciences is emphasized.

Resources. Thousands of abstracts of current research reports and projects which are indexed by more than 30 different parameters.

Information Services. Inquiries by recognized research organizations and investigators are answered. Data is identified, classified, and stored for retrieval. A subject expert analyzes the request, conducts a computer search of the data, and the user is provided abstracts of the relevant projects, programs, or investigators.

TALENT Data Book
American Institutes for Research
P.O. Box 1113
Palo Alto, California 94302

Description. A massive bank of school and student raw data collected from 1,353 schools in 1960. Regular programs of follow-up data collection are planned.

Resources. The Bank contains over 2,000 items of information per student and over 1,000 per school with plans to add to it regularly.

Information Services. Any qualified researcher may utilize the raw data with the approval of TALENT. The data can be manipulated in numerous ways. Anonymity of subjects is protected and any study that would reveal specific names is refused.

Printed Resources

Next to be considered are the printed resources. Annotations are provided explaining the area and level of interest of each item listed on the Search Procedure Form which follows. A keyword index is included for easy subject identification of these resources.

The reader will notice that full order information is not provided with the annotation. It is assumed that interested educators will prefer using the items in libraries rather than purchasing them. For those interested in purchase however, Appendix A provides a list of "source" resources where complete and current order information may be obtained. Those readers who are considering establishing such a reference library can utilize Appendix B which includes the basic reference collection necessary to effectively operate a reference library in the area of education.

WORK IN PROGRESS

This refers to those resources which give access to the current work of educational researchers. This work could be at various stages, but not to the point where it is ready for publication within the next links in the bibliographic chain. This type of information often aids people working in complementary areas and helps avoid unnecessary duplication of effort.

Contemporary Authors (semi-annual)
Designed to give an up-to-date source of information about authors working in all fields — including education. One section of each biography lists the author's "work in progress." (Gale Research Co., Detroit)

Pacesetters in Innovation (annual)
Annual index to the specialized microfiche collection of the Educational Resources Information Center (ERIC). This collection includes project descriptions and microfiche copies of the reports of innovative projects funded by Title IV of the Elementary and Secondary Education Act. Institution and subject indexes are provided. (Government Printing Office, Washington, D. C.)

Programs in Progress Encyclopedia (PIPE) (quarterly)
This new quarterly publication will attempt to index those ephemeral projects, committees, programs, commissions, etc. that are valuable sources of work in progress information, but which are too transitory in nature to be included in more permanent indexing media. (Gale Research Co., Detroit)

Research in Education (monthly)
The monthly abstracting journal that indexes the documents fed into the Educational Resources Information Center's microfiche collection by ERIC's 19 clearinghouses. The publication also has a "projects" section which supplies abstracts of educational projects just funded by the U. S. Office of Education. (Government Printing Office, Washington, D. C.)

Science Information Exchange
see "Information Agencies" section.

UNPUBLISHED STUDIES

Unpublished studies are research materials that have reached a completed state but which are not intended for formal publication, at least in their present form. This category includes an organization's internally producer reports, informally circulated items, and graduate essays, theses, and dissertations.

DATRIX
DATRIX (Direct Access to Reference Information — A Xerox Service) is a method whereby one can, for a fee, search the complete file of doctoral dissertations maintained by University Microfilms in Ann Arbor, Michigan. Users should request a keyword booklet and a search form which allows one to structure the subject search of the computer, thus gaining efficient access to the largest body of unpublished studies in the U. S.

Dissertation Abstracts (monthly)
A monthly abstracting service which controls the doctoral dissertations stored by University Microfilms. Most of the universities in the U. S. send their dissertations to University Microfilms. The publication presents lengthy abstracts but, until recently, the indexing system left something to be desired (see also DATRIX, above). (University Microfilms, Ann Arbor, Mich.)

Masters Abstracts (quarterly)
A selected list of abstracts of masters essays from various universities which are microfilmed by University Microfilms. Classified arrangement but no indexes. (University Microfilms, Ann Arbor, Mich.)

TALENT Data Bank
see "Information Agencies" section.

PERIODICALS

Periodicals refer to magazines, journals, newsletters and similar, serial items which appear at regular intervals. These publications contain articles of various lengths and levels of interest. Journals may publish lengthy and sophisticated articles that are de facto reports. Magazines and newsletters may publish only descriptions, abstracts, condensations, etc. Periodical articles usually appear simultaneously with the unpublished materials or shortly thereafter. Please note that this category includes serial publications such as looseleaf services and other frequently updated items which are "periodical" in nature.

ALA Bulletin (monthly)
The professional journal of the American Library Association. It contains both scholarly summations of research and practice-orientated articles. It is the major publishing medium for general library research articles. (ALA, Chicago)

American Documentation (quarterly)
The professional journal specializing in the fields of documentation and information science. It features scholarly papers on the theory of information science and its application to modern information centers. (American Society for Information Science, Washington, D. C.)

American Education (monthly; bi-m — D to J1)
A teacher-oriented public relations medium of the U. S. Office of Education. It attempts to synthesize research and federal project information and present it in an attractive format for the teacher. (Government Printing Office, Washington, D. C.)

American Educational Research Journal (quarterly)
The official journal of the American Educational Research Association, an affiliate of the National Educational Association. It publishes long, scholarly articles on current research topics of interest to educational researchers. (AERA, Washington, D. C.)

Audiovisual Instruction (monthly — S to J1)
The practitioner-oriented journal of the Department of Audiovisual Instruction, a department of the National Education Association. This periodical presents well-written articles of interest to the practicing audiovisual coordinator and instructional technologist. (DAVI, Washington, D. C.)

Automated Education Handbook (monthly)
A commercial loose-leaf service consisting of a newsletter which presents up-to-date information on all aspects of machine-oriented education, especially computer-assisted instruction. (Automated Education Center, Box 2658, Detroit, Mich.)

Bulletin — National Association of Secondary School Principals
Official publication of the National Association of Secondary School Principals, affiliated with the National Education Association. Publishes scholarly research and other articles concerning administration and supervision of secondary schools.

Child Development (quarterly)
A quarterly journal of the Society for Research in Child Development. It focuses on all stages of the physical and psychological development of children.

Children (bi-monthly, S to J1)
Sociology oriented; intended as an interdisciplinary journal for all professions serving children. Published by the Welfare Administration, Dept. of Health, Education, & Welfare.

College and University Reports (weekly)
A weekly commercial loose-leaf service which keeps its subscribers up-to-date on the myriad of changes in federal law and regulation, judicial decisions, etc., that affect public and private colleges and universities. (Commerce Clearing House, 402 Patterson, Chicago, Ill.)

Comparative Education Review (3x yr)
The journal of the Comparative Education Society which publishes current research papers and studies in the field of comparative education. (Comparative Education Review, Teachers College, Columbia University, New York, N. Y.)

Congressional Quarterly Service (weekly)
Well-written, brief, up-to-the-minute reporting service on the major bills, laws, conferences, committee hearings, judicial decisions of official Washington, D. C. Details on roll calls, etc., are also supplied. The weeklies are synthesized into a bound volume annually. (Congressional Quarterly, Inc., 1735 K St. N. W., Washington, D. C.)

Croft Newsletter Services
A series of brief, newsy newsletters, divided into administrative, teaching, and school board orientations. Much valuable information is contained, including news items on research reports, bibliographies, etc. (Croft Educational Services, New London, Conn.)

Education
A commercially published periodical which contains short but scholarly articles dealing with serious research and other topics in education. A feature section concentrates on a different topic in each issue. (Bobbs-Merrill, Indianapolis, Ind.)

Education Recaps (monthly)
A newsletter that excerpts articles from other educational newsletters and services on all topics in education. Excellent for keeping up on current topics, as many research items that appear elsewhere are mentioned. This is the closest thing to an "index" to educational newsletters. (Educational Testing Service, Princeton, N. J.)

Educational Administration Quarterly (quarterly)
This journal provides a forum for dialogue among professors, social scientists and graduate students in the field of educational administration, and research-oriented practitioners. Published by the University Council for Educational Administration. (Interstate Printers and Publishers, 19-27 N. Jackson, Denville, Ill. 61832)

Education Leadership (monthly, O-My)
The journal of the Association for Supervision and Curriculum Development, a division of the National Education Association. The journal has serious articles about curricular research and innovations which are aimed at the practitioner. (ASCD, Washington, D. C.)

Educational Technology (bi-monthly)
A professional journal for instructional technologists which contains short, but scholarly articles on the theory and application of instructional technology. (Educational News Service, Saddle Brook, N. J.)

Educational Product Report (9x yr)
The official publication of the Educational Products Information Exchange (EPIE). (See the "Information Agencies" section for details on EPIE.) The magazine was designed to eventually report three types of information about educational software and hardware: producer data, and evaluation data from testers and users. (EPIE, 386 Park Ave., S., New York, N. Y.)

ERIC Document Collections
The Educational Resources Information Center (ERIC) which is the dissemination arm of the U. S. Office of Education, publishes the reports collected by its 19 clearinghouses in the form of microfiche and sells them individually or in collections.

The documents are abstracted and indexed in accompanying indexing services. There are two self-

contained collections: one on the DISADVANTAGED and one on HIGHER EDUCATION. *Pacesetters,* which is the proposals of Title III, ESEA projects, is supplemented annually. A special MANPOWER collection comes out biannually. The main collection, from the 19 clearinghouses, is monthly. Its index is the monthly abstracting service *Research in Education* (see "Indexing and Abstracting Services" below).

For information about ERIC and its services, contact ERIC, Bureau of Research, USOE, Washington, D. C. The indexes are available from the Government Printing Office, Washington, D. C. (The microfiche may be ordered directly from the ERIC Document Reproduction Service, National Cash Register, Box 2206, Rockville, Md.)

Facts on File (weekly)
A reporting service which provides weekly digests of the world's news. Arranged under broad topics such as world affairs, national affairs, economics, etc. Cumulative indexes are provided. (Facts on File, Inc., New York, N. Y.)

Government Contracts Guide
This volume includes the latest procurement regulations, rulings and court decisions. A check list categorizes required and permissible inclusions in the contracts. Also included are regulations about the exact language of the contracts. (Commerce Clearing House, 4025 Patterson, Chicago, Ill. 60646)

Guide to Federal Assistance for Education (monthly)
A subscription service designed for those people interested in obtaining accurate up-to-date information on where to apply for federal education monies. The service consists of a series of index folders which lead the user to special folders, one on each agency, law, committee, etc., which are responsible for various types of federal education aid. Qualifications of grantees, deadlines dates, purpose of funding, and much other useful information is supplied. (Appleton-Century-Crofts, New York, N. Y.)

Harvard Educational Review (quarterly)
The official journal of the Graduate School of Education, Harvard University. It publishes long, scholarly articles and research reports on timely topics of educational research by eminent scholars. (Longfellow Hall, 13 Appian Way, Cambridge, Mass. 02138)

Joint Council on Educational Telecommunications DATA Base Service
The DATA Base Service is designed to keep educators up-to-date in the growing field of educational telecommunications. Each issue will summarize the current data collected on a particular topic. Each issue will be oriented toward one subject. (Joint Council on Educational Telecommunications, 1126 16th St. N. W., Washington, D. C. 20036)

Journal of Applied Psychology (bi-monthly)
A professional journal publishing short, but scholarly technical articles and research summaries on the subjects inherent in applied psychology. (American Psychological Association, 1200 17th St. N. W., Washington, D. C. 20036)

Journal of Educational Psychology (bi-monthly O-Ag)
This journal publishes original investigations and theoretical papers dealing with the psychological development, relationships, and adjustment of the individual. (American Psychological Association, 1200 17th St. N. W., Washington, D. C. 20036)

Journal of Educational Research (10x yr)
This journal publishes short research articles and critiques designed to advance the scientific study of education and improve field practice. (Dembar Educational Services, Box 1605, Madison, Wisconsin 53701)

Journal of Research and Development in Education (quarterly)
A journal published by the University of Georgia, concentrates each issue on a central theme in educational research and development. Long, scholarly papers are published. (University of Georgia, College of Education, Athens, Georgia)

Journal of Teacher Education (quarterly)
The journal of the National Commission of Teacher Education and Professional Standards, a part of the National Education Association. It publishes long, scholarly articles on the subject of teacher education. (1201 16th St. N. W., Washington, D. C. 20036)

National Elementary Principal (6x yr)
The official journal of the Department of Elementary School Principals, a department of the National Education Association. It publishes long, well-written, practitioner-oriented articles about new trends in administration and supervision of elementary schools. (DESP, 1201 16th St. N. W., Washington, D. C. 20036)

Phi Delta Kappan (monthly — S to Je)
This is the official journal of Phi Delta Kappa, the national fraternity for men in education. Its purpose is to publish practitioner-oriented articles designed to advance thinking in the fields of educational research, service, and leadership. (PDK, Bloomington, Ind.)

Psychological Review (bi-monthly)
This professional journal publishes articles of theoretical significance to any area of scientific endeavor in psychology. The preference is for long, scholarly papers. (American Psychological Association, 1200 17th St. N. W., Washington, D. C. 20036)

Report on the Education of the Disadvantaged (bi-monthly)

A commercial loose-leaf service that will attempt to serve as a source of current information on education of the disadvantaged, on innovative techniques, federal legislation, judicial decisions, etc. (Capital Publications, 2025 Eye St. N. W., Washington, D. C. 20036)

Review of Educational Research (5x yr)

Published by the American Educational Research Association, affiliated with the National Education Association. Its purpose is to report and evaluate educational research findings. Each issue is on a different topic and the topics rotate every few years. It is used to up-date the decennial *Encyclopedia of Educational Research.*

Saturday Review (weekly)

This is the major U. S. book-reviewing medium. It also publishes articles of current interest in politics, economics, and public affairs. A section of each issue is devoted to a special topic such as "education," "communications," "science," etc. (Saturday Review, Inc., New York N. Y.)

School and Society (bi-weekly)

This journal is published by the Society for the Advancement of Education. It presents articles of general interest to educators of all levels. (SAE, 1860 Broadway, New York, N. Y. 10023)

Scientific Information Notes

This periodical was designed as a medium for reporting current trends in the information sciences. Now commercially published, it was founded by the National Science Foundation. One of its most promising features is its "dissertations in progress" information. (Science Association/International, 23 East 26th St., New York, N. Y. 10010)

Social Education (monthly O-My)

It is the official journal of the National Council for the Social Studies, a department of the National Education Association. It publishes short, well-written articles which are oriented toward the practitioner. (NCSS, 1201 16th St. N. W., Washington, D. C. 20036)

Teachers College Record (monthly O-My)

The Record, published by the Teacher's College at Columbia University, is a journal that publishes scholarly articles which relate the humanities and behavioral sciences to education. (Teachers College, Columbia University, New York, N. Y.)

Theory into Practice (5x yr)

Published by the College of Education, Ohio State University, it follows the philosophy that education theory and practice should be connected. (OSU, Columbus, Ohio)

Today's Education; the Journal of the NEA (monthly)

Official journal of the National Education Association. The journal supplies communication services between members of the NEA and publishes various articles by members related to educational theory and practice. (NEA, 1201 16th St. N. W., Washington, D. C. 20036)

Urban Education (quarterly)

Published by the University of Buffalo Foundation, this journal publishes short, scholarly articles related to the emerging field of urban education. (University of Buffalo Foundation, 3425 Main St., Buffalo, N. Y. 14214)

REPORTS AND MONOGRAPHS

Once unpublished studies have been evaluated and revised, they are often formally published as a report or monograph. These are intended for public rather than an informal, circulation and they are frequently part of a irregular series published by professional associations, universities, or commercial publishers.

Abstracts of Papers

Annual compilations of the abstracts of papers given at the annual meetings of the American Educational Research Association. The abstracts are lengthy and scholarly. (AERA, 1201 16th St. N. W., Washington, D. C.)

Cooperative Research Monograph Series

An irregular series of monographs that represent the findings of research projects funded by the U. S. Office of Education. They include both individual and project research. (Government Printing Office, Washington, D. C.)

NEA Research Reports

Irregularly published detailed research reports of studies conducted by the Research Division of the National Education Association. (NEA, 1201 16th St. N. W., Washington, D. C.)

What Research Says to the Teacher

An irregularly issued series of pamphlets dealing with special interest areas of education. Attempts to keep the practitioner up with current research results in the area in question. (National Education Association, 1201 16th St. N. W., Washington, D. C.)

INDEXING AND ABSTRACTING SERVICES

Indexing and abstracting services are the first of the "secondary" publications; that is, they have no actual intellectual content of their own but are location tools for the "primary" publications. Indexes usually appear within a few months of the serial literature they control but the time lag is greater with abstracting services where an abstract must be prepared. These publications usually give subject, author, and title control but there are notable exceptions to this rule.

Abstracts for Social Workers (4x yr)
A quarterly service which abstracts and indexes the articles of several hundred magazines and journals dealing with the field of social work. (National Association of Social Workers, 49 Sheridan Ave., Albany, N. Y. 12210)

Abstracts of Computer Literature (bi-monthly)
An abstracting service of computer-related literature published by the library of the Burroughs Corp. It has a broad, classified arrangement. (Burroughs Corp., Library, Pasadena, Calif.)

Abstracts of Instructional Materials in Vocational and Technical Education (AIM)
A quarterly abstracting service which indexes and abstracts items collected by the ERIC Clearinghouse for Vocational and Technical Education which relate to research materials. (The Clearinghouse, Ohio State University, Columbus, Ohio)

Abstracts of Research and Related Materials in Vocational and Technical Education (ARM)
Issued 4 times a year by the ERIC Clearinghouse for Vocational and Technical Education, this abstracting journal controls items collected by the Clearinghouse which relate to instructional materials. (The Clearinghouse, Ohio State University, Columbus, Ohio)

Bibliographic Index (semi-annual)
A subject index to bibliographies of over 40 items located in books and over 1,700 journals. Separately published bibliographies are also indexed. (H. W. Wilson Co., Bronx, N. Y.)

Biography Index (quarterly)
This index controls significant biographical information in books, both general and biographical, obituary columns, and over 1,700 periodicals. Name arrangement with occupation index. (H. W. Wilson Co., Bronx, N. Y.)

Book Review Digest (10x yr)
This indexing service gives short digests of reviews of books that are reviewed in four or more of over 70 periodicals. An attempt is made to give a balance of critical opinion. (H. W. Wilson Co., Bronx, N. Y.)

Book Review Index (monthly)
Indexes the book reviews of more than 200 publications. Does not supply reviews but tries to be comprehensive. (Gale Research Co., Detroit, Michigan)

British Education Index (3x yr)
A subject index to over 50 British journals and magazines related to education. An author index is included. (The Library Association, London, England)

Child Development Abstracts and Bibliography (3x yr)
Materials related to maturation (birth to adulthood) are included including educational materials, psychological, medical, etc. (University of Chicago Press, Chicago, Ill.)

CIRF Abstracts (quarterly)
International in scope, this abstracting service controls literature in the area of vocational training and related areas. (International Labour Office, Geneva, Switzerland)

College Student Personnel Abstracts (quarterly)
The abstracts contained in this publication are concerned with college students and their problems. Other college topics are not included. (College Student Personnel Institute, Claremont, Calif.)

Current Contents — Education (weekly)
This periodical reproduces tables of contents of hundreds of educational magazines and journals. Subscribers to *Current Contents* may then select titles and purchase photocopies of the articles. (Institute for Scientific Information, 325 Chestnut, Philadelphia, Pa. 19106)

Current Index to Journals in Education (monthly)
Designed as a companion publication to *Research in Education,* this publication indexes the articles of about 200 educational research-oriented periodicals, including items located by the ERIC clearinghouses. There is a strong representation of education-related literature. (CCM Information Services, 866 Third Ave., New York, N. Y.)

Education Index (monthly)
A continuing subject index to several hundred periodicals, both research and practitioner-oriented. Author indexing was discontinued in 1960. (H. W. Wilson Co., Bronx, N. Y.)

Educational Administration Abstracts (quarterly)
Classified according to the major sub-fields of educational administration, this abstracting medium selects articles from over a hundred educational journals related to administration. Published by the University Council for Educational Administration. (Interstate Printers and Publishers, 19-27 N. Jackson, Danville, Ill. 61832)

Guide to Microforms in Print (annual)
An annual guide to "in-print" items recorded on microforms. It gives full order information. (Microcard Editions, 901 26th St. N. W., Washington, D. C.)

Index to Periodical Articles By and About Negroes (annual)
This index of Negro-oriented periodical literature is based on the collections of the Brown Memorial Library, Central State University, Wilberforce, Ohio; and of the Schomburg Collection, New York Public Library. (G. K. Hall and Co., 70 Lincoln St., Boston)

Information Science Abstracts (quarterly)
Formerly *Documentation Abstracts,* this publication's purpose is to provide useful abstracts of publications relevant to the fields of documentation and information sciences, and related fields. (Information Science Abstracts, P. O. Box 8510, Philadelphia, Pa. 19101)

Library and Information Science Abstracts (quarterly)
The major abstracting medium for European literature concerning the fields of documentation, library science, information science, and related fields. (The Library Association, London, England)

Library Literature (bi-monthly)
An author and subject index to periodical articles, books and other publications concerning library science and related fields. Many non-print items are also indexed. (H. W. Wilson Co., Bronx, N. Y.)

Mental Retardation Abstracts (quarterly)
Abstracts materials relevant to laboratory and clinical research concerning mental disorders and their causes and treatments. Produced by the National Clearinghouse for Mental Health Information. (Government Printing Office, Washington, D. C.)

Monthly Catalog of U. S. Government Documents
A monthly author, title, and subject catalog to U. S. Government publications for that month. December issues include cumulative indexes. (Government Printing Office, Washington, D. C.)

Monthly Checklist of State Publications
A monthly, state-arranged list of state government publications received by the Library of Congress. (Government Printing Office, Washington, D. C.)

New Serial Titles (monthly)
Updates H. W. Wilson's *Union List of Serials.* A 2 volume set was issued in 1961 and monthly issues keep it current. It lists the bibliographic data of all periodicals in the U. S. and Canada that began after 1950. The list identifies subscribing libraries by a geographically arranged code. (Library of Congress, Washington, D. C.)

New York Times Index (semi-monthly)
A subject index to the final editions of the *New York Times.* Indexing is detailed and brief one or two phrase digests appear allowing the index to be used separately from the newspaper. (New York Times, New York, N. Y.)

Perceptual Cognitive Development (bi-monthly)
This indexing service indexes articles, books, book chapters, reports, monographs, and similar items concerning perceptual, cognitive, and creative development of children. (Galton Institute, Box 35336, Preuss Station, Los Angeles, Calif. 90035)

Poverty and Human Resources Abstracts (bi-monthly)
This periodical abstracts and indexes materials related to developments in human resources, poverty and manpower, and related items. (Institute of Labor and Industrial Relations, University of Michigan, Ann Arbor, Michigan)

Psychological Abstracts (monthly)
This abstracting service provides non-critical abstracts of selected items from the world's literature in psychology and related subjects. (American Psychological Association, 1200 17th St. N. W., Washington, D. C.)

Public Affairs Information Service Bulletin (weekly)
International in scope, this periodical indexes books, pamphlets, and similar items, as well as selected articles from over 1,000 periodicals on the subjects of political science, government, economics, sociology, etc. (PAIS, 11 W. 40th St., New York, N. Y. 10018)

Readers' Guide to Periodical Literature (semi-monthly)
Author and subject index to several hundred "general purpose" magazines and journals. Layman-oriented, it attempts a selection of all fields, as well as recreation items. (H. W. Wilson Co., Bronx. N. Y.)

Research Grants Index (annual)
Annual index, in 2 volumes, of research grants funded in the area of health and welfare by the U. S. Department of Health, Education, and Welfare. (Government Printing Office, Washington, D. C.)

Research in Education (monthly)
Monthly abstracting service of the Educational Resources Information Center (ERIC), U. S. Office of Education. It abstracts and indexes those materials identified by ERIC's 19 subject-oriented clearinghouses. ERIC sells the complete documents thus indexed on microfiche. (See ERIC under "Information Agencies.")

Social Sciences and Humanities Index (quarterly)
Indexes periodical articles concerning the many fields related to the social sciences, such as anthropology, folklore, economics, history, etc. It continues the *International Index,* discontinued in 1965. (H. W. Wilson Co., Bronx, N. Y.)

Sociological Abstracts (8x yr)
Subject-arranged abstracts of periodical articles and other items related to the various fields of sociology. The content is research-oriented. (American Sociological Association, 15 E. 31st St., New York, N. Y. 10016)

State Education Journal Index (semi-annual)
Twice yearly index to the journals of the state education associations, most of which are not indexed elsewhere. (State Education Journal Index, P. O. Box 1030, Fort Collins, Colo. 80522)

Subject Index to Children's Magazines (monthly)
Subject arranged list of magazines of interest to children. Full subscription information is provided. (The Index, 2223 Chamberlain Ave., Madison, Wisconsin 53705)

Vertical File Index
A subject and title index to selected pamphlet and like materials necessary for vertical files. Full order information is provided. The annual cumulation was discontinued in 1964 due to the ephemeral nature of the items indexed. (H. W. Wilson Co., Bronx, N. Y.)

ANNUAL REVIEWS AND STATE OF THE ART REPORTS

These are secondary publications which do have intellectual content. Their purpose is to collect all current published material (i.e., since the last review or report) in a given field or discipline and synthesize it into one objective report on the major accomplishments, problems, and trends in that field for the period of time covered.

Annual Phi Delta Kappa Symposium on Educational Research
This annual compilation of papers on current educational research topics is the result of Phi Delta Kappa's annual symposium co-sponsored by various universities. (PDK, Bloomington, Ind.)

Annual Review of Information Science and Technology
An annual series of state-of-the-art compilations designed to give constructive reviews of the literature to people interested in the generation, design, storage, retrieval, and use of information. Sponsored by the American Society of Information Sciences. (Wiley and Sons, New York, N. Y.)

Association for Supervision and Curriculum Development Yearbook (annual)
The ASCD's yearbook is focused on a different topic in educational administration or curriculum each year. It constitutes a state-of-the-art in that field. (ASCD, 1201 16th St. N. W., Washington, D. C.)

Biennial Survey of Education
A compilation of U. S. school statistics, such as enrollment, number of instructional personnel, funding data, etc. Covers public and private, K through college. (Government Printing Office, Washington, D. C.)

Bowker Annual
An almanac-type work that supplies library statistics and annual review articles about important topics in the field of library science. Statistics, awards, association activities, etc., are also included. (R. R. Bowker Co., New York, N. Y.)

Britannica Book of the Year
Annual updating volume for the *Encyclopedia Britannica*. It contains articles on all current topics including those of education. Good for updated statistics, new federal legislation, etc. (Encyclopedia Britannica, Chicago, Ill.)

Digest of Public General Bills and Selected Resolutions with Index (annual)
Produced by the U. S. Congress each session since the 74th Congress. It is the best general compilation of law digests for the year covered. (Government Printing Office, Washington, D. C.)

International Yearbook of Education (annual)
This is a compilation of the annual reports of the education officials of nations participating in the International Conference on Public Education each year in Geneva. Each report covers all aspects of education in the nation in question and an overall comparative study is written of all reports. (UNESCO, Paris)

National Council for the Social Studies Yearbook (annual)
Each year this department of the National Education Association publishes a yearbook which summarizes the recent research and literature on a particular topic relevant to the scope of the NCSS. (NCSS, 1201 16th St. N. W., Washington, D. C.)

National Society for the Study of Education Yearbook (annual)
Compilation of scholarly papers on various topics currently important to education and its related fields. Two volumes are issued on different topics each year. (SSE Yearbook, University of Chicago Press, Chicago, Ill.)

BIBLIOGRAPHIC REVIEWS

Bibliographic reviews are bibliographies in a given field, usually annotated and selective, which list all major publications in that field over a given span of time. These may be published irregularly in book form or at regular intervals in journals or annual reviews.

"Outstanding Education Books of 19 " *Today's Education, the Journal of the NEA*. (annual, May issue)
An annual annotated bibliography reviewing the educational publications of the year and selecting the outstanding books of the period. (NEA, 1201 16th St. N. W., Washington, D. C.)

The Teachers Library: How to Organize it and What to Include (1968)
In addition to explaining the organization of a professional teachers' library, this volume supplies a basic book list, arranged by format, for the compilation of same. (National Education Association, 1201 16th St. N. W., Washington, D. C.)

BOOKS

The time lag is generally great in the areas of scholarly books on research topics, especially in education. Books are usually a revised version of formal report literature which reflects further study with additional background and historical data added. It should be noted that the titles which follow are location tools for books, not the books themselves.

American Book Publishing Record (monthly)

This is, in effect, an author and title index to *Publishers Weekly*. They are reproductions of the Library of Congress Catalog cards. This is not only an excellent index to the year's publishing but a useful library cataloging tool as well. (R. R. Bowker Co., New York, N. Y.)

Bibliography on Knowledge Utilization and Dissemination (1968)

This extensive bibliography, compiled by the Center for Research on the Utilization of Scientific Knowledge (CRUSK) of the University of Michigan, represents a year-long search to identify all relevant literature relating to the topic of knowledge utilization in all fields. The bibliography is preceded by a short description of the searching process used and a model of knowledge utilization as a process. Relevance statements are also included. (CRUSK, Institute of Social Research, University of Michigan, Ann Arbor, Michigan)

Books in Print (annual)

Author-title index to the books listed in the annual *Publishers' Trade List Annual* which includes virtually all books still "in print" with commercial publishers in the U. S. Full order information is provided. (R. R. Bowker Co., New York, N. Y.)

Cumulative Book Index (11x yr)

This serial is an author-subject-title index to virtually all commercially published English-language books in the world. It does not cumulate so the book appears in the year it was published or reissued. (H. W. Wilson Co., Bronx, N. Y.)

Forthcoming Books (6x yr)

An author-title list of *forthcoming* books. This publication indexes books before publication. Order information and publishing date are provided. (R. R. Bowker Co., Bronx, N. Y.)

Guide to Reference Books (8th ed, 1965)

The most comprehensive compilation of reference works in existence. It arranges them by subject with a complete index. Brief descriptive annotations are provided. Annual supplements are issued between editions. (American Library Association, Chicago, Illinois)

Paperbound Books in Print (monthly)

A monthly subject arranged list of most of the paperback books commercially issued in the U. S. Author and title indexes are provided as well as order information. (R. R. Bowker, New York, N. Y.)

Publishers' Trade List Annual

This large, 4 volume work consists of the catalogs of most commercial U. S. publishers bound together in alphabetical order. *Books in Print* and *Subject Guide to Books in Print* constitute the author, title, subject control of the *PTLA*. (R. R. Bowker Co., New York, N. Y.)

Reference Books in the Mass Media (1963)

A comprehensive listing of basic reference works related to the mass media. They are arranged by field, i.e. publishing, broadcasting, newspapers, etc., and detailed abstracts are included. (University of Illinois Press, Urbana, Ill.)

Scholarly Books in America (quarterly)

A quarterly bibliography of the publications of the nation's major university presses. Most of these items are not included in the commercial publication indexes. (American University Press Services, Room 802 1 Park Avenue, New York, N. Y. 10016)

Subject Guide to Books in Print

This constitutes a subject index to the *Publishers' Trade List Annual* and its companion, *Books in Print*. Gives subject control to most of the publications of commercial U. S. publishers. (R. R. Bowker Co., New York, N. Y.)

Subject Guide to Forthcoming Books (monthly)

Subject guide to the publication mentioned above.

Textbooks in Print (annual)

An author and title index to commercially published elementary and secondary textbooks and related teaching materials. (R. R. Bowker Co., New York, N. Y.)

ENCYCLOPEDIC SUMMARIES

This is the last major link in the bibliographic chain and the one in which the time lag is greatest. Encyclopedic summaries are designed to give a broad overview of a whole field. Due to the infrequent publication and updating policies of encyclopedic works, the material is usually three, five, or more years out of date.

Encyclopedia Britannica

International in scope, this scholarly encyclopedia has major articles on education and most of its fields. Excellent source for historical surveys and basic philosophical statements. (Encyclopedia Britannica, Chicago, Ill.)

Encyclopedia of Educational Research (decennial)
The basic encyclopedic work in the field of education; has scholarly articles on all relevant topics in education and lengthy bibliographies. Published every ten years, it is updated by the *Review of Educational Research* (see "Periodicals" above). Sponsored by the American Educational Research Association. (Macmillan, New York, N. Y.)

Encyclopedia of Library and Information Science
At this writing only one volume of an 18-volume set has been published. The coverage of volume one is broad and international in scope with long, scholarly articles written by recognized authorities. The encyclopedia will fill a needed void in the fields of library and information sciences. (Marcel Dekker, Inc., New York, N. Y.)

Appendix A

Source Resources

The resources listed below are "source" resources; that is, the places you go to get complete and current order information for the printed resources listed in this manual. The column at right tells the reader what *type* of item may be located by utilizing that particular resource. If, for example, a newsletter listed in Chapter 2 of this manual interests you and you wish to subscribe to it, you should consult the *National Directory of Newsletters and Reporting Services.* Individuals can locate these resources (or information about them) in any substantial library. Those wishing to establish a reference collection, such as the one listed in Appendix B, should purchase (or contact) all appropriate "source" resources and thus obtain order information for all items in this manual.

Resource	Used to locate
Books in Print. (2 vol., annual) R. R. Bowker Co., 1180 Avenue of the Americas, New York, N. Y. 10036 ($21.85).	books (commercially published)
Educational Resources Information Center, Bureau of Research, U.S. Office of Education, Washington, D. C. 20202.	ERIC materials
Irregular Serials and Annuals. (1st edition, 1967) R. R. Bowker Co., 1180 Avenue of the Americas, New York, N. Y. 10036 ($25.25).	annuals serials (irregular)
Monthly Catalog of U.S. Government Documents. Government Printing Office, Washington, D. C. 20402 ($6.00/yr.).	U.S. government documents
National Directory of Newsletters and Reporting Services. (1st edition, 1966) Gale Research Co., 1400 Book Tower, Detroit Mich. 48226 ($20.00).	newsletters services
Scholarly Books in America. (quarterly) Association of American University Presses, Room 802, 1 Park Avenue, New York, N. Y. 10016 ($1.95/yr.).	
Ulrich's International Periodicals Directory. (2 vol., 12 edition, 1968) R. R. Bowker Co., 1180 Avenue of the Americas, New York, N. Y. 10036 ($30.00 plus supplements).	serials (regular)
Winchell, Constance. *Guide to Reference Books.* (8th edition) American Library Association, 50 East Huron Street, Chicago, Ill. 60611 ($15.00 plus supplements).	reference works

Appendix B

Suggested Materials for a Basic Referral Library Collection in Education

The following is a comprehensive listing of a basic materials collection necessary for a Referral Library operation as described in Chapter 2. The list is divided into items essential for referral operations, and items desirable if funds permit. It should be noted that a library offering traditional reference services would need a considerably larger collection. It is therefore advantageous for such a Referral Library to be located physically close to a large research library.

In this listing, U. S. government documents are listed separately unless they fit into another category (indexes, magazines, etc.) The latter have been placed into the appropriate category and noted: "(GPO)". Many indexes published by the H. W. Wilson Co. are sold on the "service basis" which computes a unique subscription price for each library. The H. W. Wilson Co. should be contacted about indexes noted "(price arranged)". Many valuable newsletters, published by the regional educational laboratories, research and development centers, and ERIC Clearinghouse, are not listed here. The addresses of these organizations are available in the *Standard Education Almanac* (annual; Academic Media, Los Angeles, California; $19.95).

An approximate price for the remaining items (or one year's subscription in the use of serials) is supplied to aid in estimating cost; but for current prices and other order information, consult the appropriate resources listed in Appendix A.

Essential Materials

REFERENCE BOOKS

American Universities & Colleges. $22.00
Books in Print (2 vol.). $21.85
Columbia Encyclopedia (3rd ed.). $49.50
Computer Assisted Instruction Guide. $10.00
Dictionary of Education. $11.95
Directory of Special Libraries and Information Centers. $28.50
Encyclopedia of Associations (Gale). $29.50
Encyclopedia of Educational Research. $27.50
Foundations Directory. $12.00
Guide to Reference Books (Winchell, 8th ed.). $15.00
(supplement). $3.50
Information Please Almanac. $1.65
Irregular Serials and Annuals. $25.25
Lovejoy's College Guide. $3.95
National Directory of Newsletters and Reporting Services. $20.00
National Register of Educational Researchers (Phi Delta Kappan). $20.00
NEA Handbook. $2.00
Programmed Instruction Guide (ENTELEK). $14.50
Research Centers Directory. $39.50
Resources in Educational Research. $6.95
Standard Education Almanac. $12.95
Statesman's Yearbook. $12.50
Subject Guide to Books in Print. $19.25
Ulrich's International Periodicals Directory (12th ed.). $30.00
Webster's Third New International Dictionary. $47.50
World Almanac. $1.75
World of Learning. $25.50

U.S. GOVERNMENT DOCUMENTS

Budget in Brief. $.50
Census of the Population, U.S. Summary (1960). $7.00
Compendium of Federal Education Laws.
Congressional Directory. $3.50
Digest of Educational Statistics. $1.25
Directory of Federal Statistics for Local Areas. $1.00
Directory of Information Resources in the U.S. (4 vol.). $8.00
Education Directory (4 vol.). $6.00
Federal Statistical Directory. $1.00
Health, Education & Welfare Trends. $1.25
Popular Names of U.S. Government Reports. $.30
Projections of Educational Statistics to 1976-77. $1.00
Statistical Abstract of the United States. $4.75
Statistical Services of the U.S. Government. $1.00
Statistics of State School Systems. $.75
U.S. Government Organization Manual. $2.00

SERVICES

College and University Reporter. $455.00
Congressional Quarterly Weekly Report. $120.00
Guide to Federal Assistance for Education. $265.00

INDEXES

Abstracts of Computer Literature (Burrows). free
Abstracts of Instructional Materials for Vocational and Technical Education (ERIC). free
Abstracts of Research Materials for Vocational and Technical Education (ERIC). free
American Book Publishing Record (Bowker). $40.00
Bibliographic Index (Wilson). (price arranged)

Book Review Index (Gale). $39.00
British Education Index. $20.00
Business Education Index. $2.00
Child Development Abstracts & Bibliography. $12.00
Cumulative Book Index. $48.00
Documentation Abstracts.
Education Index (Wilson). (price arranged)
Educational Administration Abstracts. $10.00
Forthcoming Books and Subject Guide to Forthcoming Books. $23.00
Index to Periodical Articles by and about Negroes. $12.00
Library Literature. (price arranged)
Masters' Abstracts. $6.00
Monthly Catalog of U.S. Government Documents (GPO). $6.00
Monthly Checklist of State Publications (GPO). $3.00
New York Times Index. $125.00
Paperbound Books in Print. $23.00
Poverty and Human Resources Abstracts. $40.00
Psychological Abstracts. $30.00
Public Affairs Information Service Bulletin. $100.00
Reader's Guide to Periodical Literature (Wilson). $28.00
Research Grants Index (GPO). $10.00
Scholarly Books in America. $1.95
Social Science & Humanities Index. (price arranged)
Sociology Abstracts. $100.00
State Education Journal Index. $20.00

ERIC

ERIC Microfiche Document Collections:
- Disadvantaged. $230.00
- Higher Education. $115.00
- Pacesetters (annual since 1966). $100.00/yr.
- Manpower (serial). $100.00
- Cooperative Research Reports, 1956-65. $280.00
- Research in Education (monthly). $1,000.00/yr.

ERIC Document Indexes:
- Research in Education (monthly). $21.00
- KWIC Index to the Disadvantaged (Detroit Public Schools). $15.00
- Pacesetters in Innovation (annual since 1966). $2.50
- Research Reports, 1956-65 (2 vol.). $3.75
- Manpower Research Inventory, 1966-67. $2.75
- Thesaurus of ERIC Descriptors (& supplements). $4.50

MAGAZINES AND JOURNALS

American Documentation. $18.50
American Education (GPO). $3.75
American Educational Research Journal. $6.00
Audiovisual Instruction. $6.00
Child Development. $20.00
Childhood Education. $6.00
Children. $1.25
Comparative Education Review. $5.00
Education. $5.50
Education Digest. $5.00
Educational Forum. $5.00
Educational Leadership. $5.50
Educational Products Report (EPIE). $35.00
Educational Theory. $6.00
Elementary School Journal. $6.00
Exceptional Children. $7.00
Harvard Educational Review. $6.00
Journal of Educational Measurement. $7.00
Journal of Educational Psychology. $10.00
Journal of Negro Education. $5.00
Journal of Research and Development in Education. $7.00
Journal of Secondary Education. $5.00
Journal of Teacher Education. $5.00

Desirable Materials

REFERENCE BOOKS

Annual Review of Information Service and Technology. $15.00
Audiovisual Equipment Directory. $6.00
Dewey Decimal Classification (17th). $30.00
Dictionary of Foreign Phrases and Abbreviations. $6.00
Familiar Quotations (Bartlett). $15.00
Guide to American Directories. $25.00
Guide to American Educational Directories. $22.50
Handbook of Everyday Law. $6.50
International Handbook of Universities. $16.00
Lovejoy's Guide to Preparatory Schools. $2.95
National Directory of Employment Services. $25.00
Pocket Data Book (biennial, GPO).
Political Handbook and Atlas of the World. $8.50
Popular Guide to Government Publications. $12.00
Subject Headings of the Library of Congress. $15.00
Teachers' Library — How to Organize It. $1.50

SERVICES

Croft Educators Service. (price varies; contact Croft Educational Services, New London, Connecticut)
Automated Education Handbook (Automated Education Center, Detroit Public Schools). $18.00

INDEXES

Applied Science & Technology Index. (price arranged)
Art Index (Wilson). (price arranged)
Bibliographic Survey: The Negro in Print. $7.25
Biological and Agricultural Index. (price arranged)

British Humanities Index. (252 shillings)
Bureau of the Census Catalog (GPO). $2.25
Business Periodicals Index. (price arranged)
Guide to Microforms in Print. $4.00
Index Medicus (GPO). $60.00
Index to Book Reviews in the Humanities. $12.75
Index to Legal Periodicals. (price arranged)
Library and Information Science Abstracts. $10.00
Subject Guide to Children's Magazines. $7.50
Vertical File Index. $8.00

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Times (London) Educational Supplement. $10.00

NEWSPAPERS

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New York Times (& back issues on microfilm).
Times (London). $80.00
Washington Post. $54.00

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